

Course Completion

Complete this form after completing an accredited course. Attach the signed form, along with expense receipts, to your expense claim for reimbursement.

Employee Name		
Department		
Course Name		
Course Description		
School Name	Eg: ABC University, Sheraton Conference Center, online course	
Course Dates	From: DD/MM/YYYY To: DD/MM/YYYY	
Costs	Tuition: \$Cost	Additional Costs: \$Cost Description
Pre-Approval Received for Reimbursement?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, attach copy of signed approval</i>	
Training or Tuition Reimbursement Agreement signed?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, attach copy of signed agreement. Required for training costs in excess of CUSTOMIZER: Insert cost ceiling. EXAMPLE: \$5,000 per year <excluding/including> wages to attend the training</i>	
Final Mark Received	<input type="text"/> <i>Attach copy of your transcript</i>	

Reimbursement Authorization

TO BE REIMBURSED

Tuition	<input type="checkbox"/> 100%	<input type="checkbox"/> 25%
	<input type="checkbox"/> 50%	<input type="checkbox"/> Other: Specify

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This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.