

Lane Change/Tuition Reimbursement Request

Please fill out the below form in its entirety and return to Michele Powers in the Human Resources Department.

Name		Date	
Building			

<input type="checkbox"/> Lane Change	
Change Lane to:	
<i>Please include an OFFICIAL (unopened) transcript with this request.</i>	

<input type="checkbox"/> Tuition Reimbursement		
School/University	Course Number/Name	Amount Requested
1.		
2.		
3.		
4.		
<i>Please include a grade report and copy of the bill or account statement with this request.</i>		

Office Use Only			
Date of Request:		Date Processed:	
Check Number:		Check Amount:	
Issue Date:		HR Employee:	
Notes:			