



**TUITION REIMBURSEMENT  
REQUEST FORM**

The City of San Bruno offers a generous tuition reimbursement program as a benefit to its employees. Reimbursement rates are currently determined based on the California State University tuition rates in accordance with the employee's bargaining unit and Memorandum of Understanding (MOU).

At the completion of each class/semester, please follow the following steps to request reimbursement for your classes:

- Submit the following forms to Human Resources (HR):
  - o "Tuition Reimbursement Request Form" (with Department Head's signature)
  - o Grades
  - o Receipts for Tuition and Books & Class Syllabus
- HR will route your request to the Assistant City Manager for final approval. Once approval is received, HR will notify you via email and send you an authorization letter for reimbursement.
- Once HR sends you the authorization letter for your tuition reimbursement, please ask your Department's Finance representative to process the reimbursement through the **"Tuition Reimbursement"** queue in Eden.

**Employee Name**

**Department**

**Position**

**School Attending**

**Program Name (Major)**

**Type of Degree (select one)**

Certificate

Associate's Degree

Bachelor's Degree

Master's Degree

Other (Please describe)

**Semester/Year**

CLASS NAME	GRADE	TUITION (no student fees or miscellaneous charges)	BOOKS	SUBTOTAL
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
			<b>TOTAL REIMBURSEMENT REQUESTED</b>	\$

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Manager Signature (Approval)**

\_\_\_\_\_  
**Date**