

# Educational Assistance Benefit Program

## Reimbursement Form



**Procedure:** Upon completion and approval of Coursework Eligibility Form, employee should complete and submit this form within (15) days after the end of a program/term to [lsuemploymentrelations@csudh.edu](mailto:lsuemploymentrelations@csudh.edu). Employees must include transcripts, final grades, scores, or any certificate received from completing the program/term. Employees should also provide receipts for coursework or tuition (EABP does not cover other fees such as books, materials, housing, etc.).

**Next Steps:** Submitted grades, scores, or certificates will be verified and total reimbursement amount for the term will be determined. Once approved by the Executive Director or their designee, the employee will be forwarded an approved copy of this form and a check will be provided to the employee within 15 days of approval.

**Applicant Name:** \_\_\_\_\_

**Institution Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

### Coursework Description:

If your coursework does not fit in the table below, please attach a document in a similar format.

Course #	Course Title	In-Person/Online/Hybrid	Units

### Costs to be reimbursed, (please specify):

If your itemized costs do not fit below, please attach a document in a similar format

Description	Cost:
1. _____	_____
2. _____	_____
3. _____	_____

**Total:** \_\_\_\_\_

### LSU Office Use Only:

_____	_____	Reimbursement Amount:
Human Resource Signature	Date	_____
_____	_____	_____
Business & Finance Signature	Date	_____