

## **NON-NMT Tuition Reimbursement Form**

Once approved, this form must be attached to the NMT Direct Payment (DP) Form for processing

FALL (year)	SPRING (year)	SUMMER (year)
Employee Last Name	Employee First Name	Employee Banner ID #
Department	Index/Fund Number	Account Number
NMT EMPLOYEE:		

I am an eligible NMT employee requesting reimbursement for Non-NMT tuition for successfully completed coursework taken outside of New Mexico Tech. I understand that only three (3) credit hours of tuition per academic semester will be reimbursed. I have attached my transcripts or proof of successful completion of the course.

Amount of Tuition Reimbursement Requested: \$	_
University/College/Organization:	
Course Name:	
Course Number:	
Number of Credits:	
Itemized Invoice/Transcripts/Successful Completion Docs Attached: YES	
Employee Signature:	
Supervisor Approval Signature:	
Human Resources Approval Signature:	
Vice President Admin & Finance Approval Signature:	
President Approval Signature:	
Business Office Use Only	
Exemption Code: Detail Code: Amount Reimbursed: _	
Verification of Non-Student Funds: Entered by:	Date: