



**EAP REQUEST FORM**  
MC Courses, Fees and Books

EMPLOYEE INFORMATION (REQUIRED)			
Employee Name:		College ID#:	M:
Date of hire:		Department:	
Residency:		Campus:	CT    GT    RV    TP
Employment Status:	Full-time      Part-time	Employment Type:	Staff      Faculty

TYPE OF REQUEST		
MC Courses	Fees	Books
If applicable, please indicate the degree you are pursuing:		
If applicable, please indicate your area of study:		
For requests other than degree requirements explain how this course is job related:		

COURSE INFORMATION			
Course Number	Title	Begin/End Dates	Amount

APPROVALS	
Employee Signature	
	Approved: Yes                  No
Supervisor Signature	
	Approved: Yes                  No
Authorized HRSTM Signature	

**REQUESTS THAT ARE MISSING REQUIRED DOCUMENTATION WILL BE RETURNED TO THE EMPLOYEE**

**FOR HRSTM USE ONLY – NON-MC COURSE, SEMINARS, OR WORKSHOPS**

Amount:

Account Number:

Record No:

## PAYMENT/REIMBURSEMENT INSTRUCTIONS

For course fee or book/supply reimbursement, please submit your receipt and a Syllabus or something showing the book/supply requirement along with this form. Course fees and MC Bookstore purchases will be reimbursed directly through the employee's student account. Receipts submitted from an outside book/supply vendor must meet the following criteria in order to be accepted as proof of payment:

- The receipt must be original, must be printed on the organization's letter head and must show form of payment (i.e. cash, check or charge). If a receipt is not available, a confirmation email from the organization with the above information will suffice.
- If you pay for courses or course materials on line, the electronic confirmation of payment may be submitted, but it must show the amount paid and form of payment.
- If neither of the above is available, a copy of the cancelled check (front and back), a credit card receipt, or a credit card statement showing the charge may be submitted. If you submit a credit card statement, please be sure that your name is printed on the page that you submit; otherwise, it will not be accepted.
- Handwritten, generic or copied receipts will no longer be accepted as proof of payment.