

SECRETARIAL/CUSTODIAL APPLICATION FOR REIMBURSEMENT FOR COURSES / WORKSHOPS

(See guidelines printed on the reverse side)

NAME: _____ EMPLOYEE ID: _____

CURRENT ASSIGNMENT: _____ LOCATION: _____

WORKSHOP/COURSE TITLE: _____

COLLEGE/UNIVERSITY: _____

START DATE: _____ END DATE: _____

NUMBER OF HOURS/CREDITS IN COURSE: _____

DEGREE PROGRAM: _____ COST OF COURSE: _____

SIGNATURE: _____ DATE: _____

_____ I do _____ I do not recommend approval.

Funding code: _____ Appropriation: _____

IMMEDIATE SUPERVISOR'S SIGNATURE: _____ DATE: _____
(Principal or Immediate Supervisor)

HUMAN RESOURCES OFFICE:

_____ Approval is granted _____ Approval is denied

SIGNATURE: _____
(Supervisor Human Resources)

COMMENTS: _____

THIS FORM SHOULD BE COMPLETED AND SUBMITTED TO YOUR IMMEDIATE SUPERVISOR WHO WILL FORWARD IT TO: Wendy Collazo in Human Resources: wendy.collazo@christina.k12.de.us

GUIDELINES

To request secretarial tuition reimbursement for courses/workshops:

1. **Prior** approval must be granted **before** the applicant enrolls in the course/workshop.
2. Reimbursement is limited to permanently contracted secretaries/custodians.
3. The workshops and/or courses must be directly related to the current specific assignment of the applicant.
4. Proof of payment and/or successful completion of the course must be submitted before reimbursement is made. Successful completion is defined as a grade “C” or better if grades are given.
5. Applicant must fill-in a separate application for each course.
6. The District will cover up to **\$600.00 per school year** as listed in the current union negotiated agreements.

To receive compensation/reimbursement:

- It is important to login to Delaware Employee Vendor First State Financials (FSF) to **create OR modify** your DE Employee Vendor Number as needed. Christina School District employees are considered suppliers when it pertains to submitting reimbursements through FSF. ****If at any time you change your name, address, or bank account, you must return to the link below to update your information.****
 - To apply/edit your State of Delaware eSupplier vendor identification number please go to :
<https://accounting.delaware.gov/suppliers/>
 - For further information or specific questions, please contact
[FSF Supplier Maintenance@delaware.gov](mailto:FSF_Supplier_Maintenance@delaware.gov) or by phone at (302) 526-5600 opt 1.

1. *Personal Reimbursement Form*

Signed personal reimbursement form fill –in:

- Name
- Address
- Vendor Identification Number
- Sign center block at top of form

2. *Approved Application* (must be **approved prior** to the start of the course)

Application requires two approval signatures: a) principal or supervisor with funding listed
b) Ledonnis Hernandez from Human Resources

3. *Proof of Payment*

Submit one of the following for proof of payment:

- Student billing statement
- Financial Aid: Statement of Accounts from college accepted with dates of each deposit

4. *Official Transcript or certificate of completion*

- Official, sealed transcript (to be opened by Human Resources)