Educational Reimbursement Program

Provo Utah Temple
20 November 2003

Meeting with Employees and Recorder

Educational Reimbursement Policies

- ALL Classes must be approved (see page 3) **prior** to the first day of class
- 75% if tuition AND books reimbursed if passing grade ("C" or better)
- $3000 per employee per year
- Receipt and payment process

Prior approval

- Submit classes at least one month prior to first day of class
- Can approve classes months (even years) in advance
- Approval is not given until form <u>comes back</u> from Temple Department
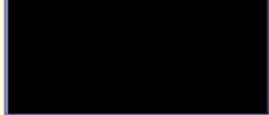- ███████████████████ comments

The Form

- May make copies with top information already filled out
- Fill out Section 1 completely
- Copies
- Early, Early, Early, Early….

Getting the Check –
After Class is Complete

- Receipts go to ███
- Then to Temple Department for approval of payment
- Then back to temple for check to be cut
- You get a check

- JUST REMEMBER _ this is a process that takes time. Get things in as early as possible and we'll pay as quick as possible.
- Last second approvals/disbursements are no longer an option.

Recap
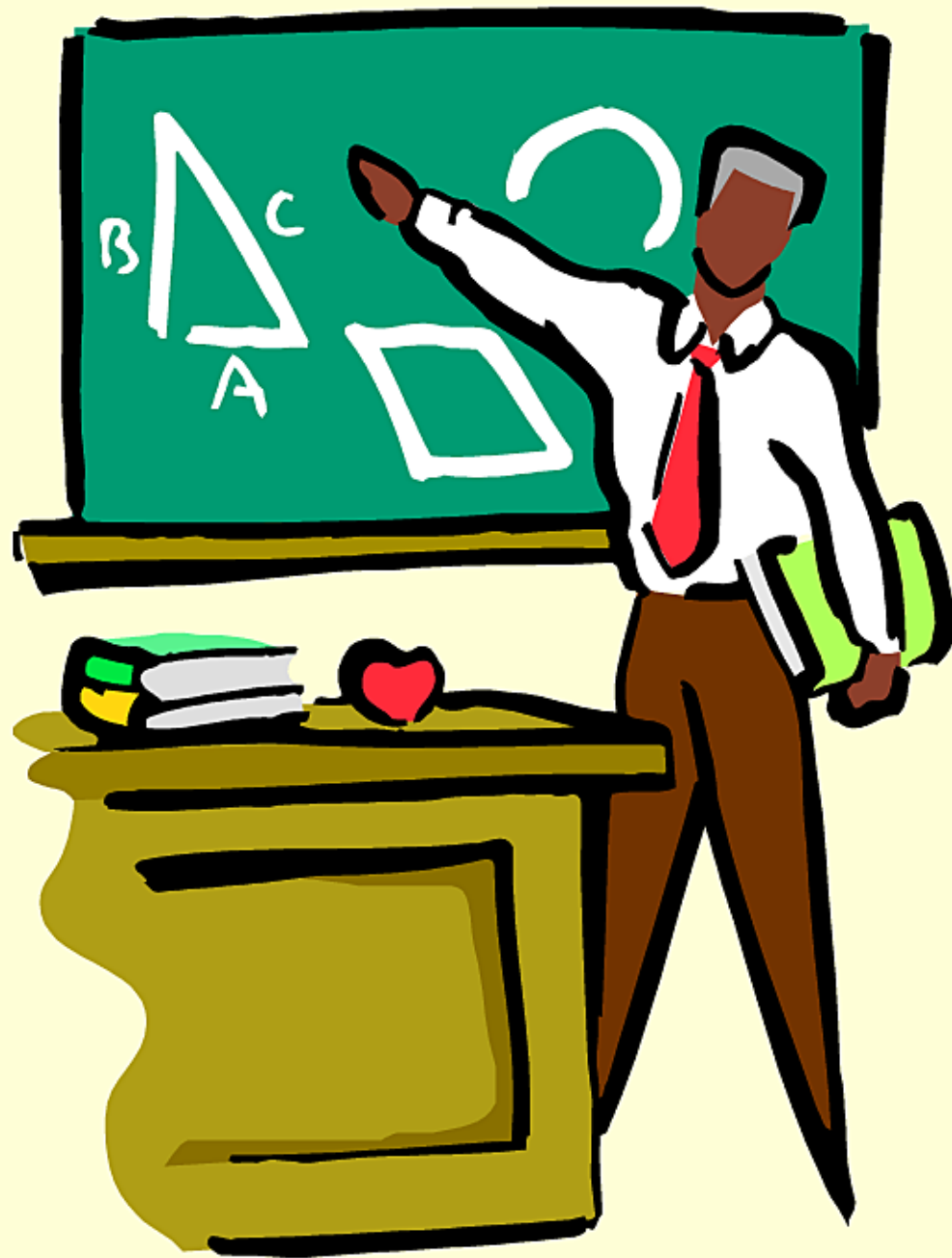
- Get forms in early
- Turn forms in early
- Submit forms ahead of time
- It is never to early to submit a form
- Don't wait…get forms in!!!
- Thanks for listening