



## Executive MBA Sponsorship Program Reimbursement Request

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Manager Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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College/University Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Course Name	Credit Hours	Cost
		\$
		\$
		\$
		\$
<i>Total:</i>		\$

Reimburse: Full Amount from Submitted Receipts \$ \_\_\_\_\_ Other Amount (*explain below*) \$ \_\_\_\_\_

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*Reminder: Employees may be reimbursed up to 50% of eligible fees and expenses towards an approved MBA Program. Educational expense reimbursements that exceed \$5,250 per year must be included as income on an employee's W-2 and is subject to tax withholdings.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print, sign and submit this form, with a copy of your transcript of the completed course or program with a GPA of 3.0 or better and a copy of the receipt for tuition costs, books, examination fees, and required laboratory fees to [HRTuition@discounttire.com](mailto:HRTuition@discounttire.com) within 90 days of the completion of the course or program.

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