

**NORTH MONTCO TECHNICAL CAREER CENTER
Lansdale, PA**

COURSE REIMBURSEMENT FORM

This form must be completed in order to receive reimbursement for course(s) taken during the current school year.

- Note: 1. The course must have prior approval by the Director. The signed form MIS-007 Course Pre-Approval Form must be attached to this request in order for the reimbursement to be finalized and approved.
2. This course must be accompanied by a transcript of grade received for each course taken and also a copy of an itemized invoice for the course from the institution.

<i>COURSE NAME</i>	<i>INSTITUTION</i>	<i>COST PER CREDIT</i>	<i>NUMBER OF CREDITS</i>	<i>TOTAL AMOUNT DUE</i>	<i>AMOUNT ALLOWED CREDIT AS PER CONTRACT</i>

EMPLOYEE'S SIGNATURE <i>(All information is accurate to the best of my knowledge.)</i>	Date
DIRECTOR'S APPROVAL/SIGNATURE	Date