



**NON-NMT Tuition Reimbursement Form**

Once approved, this form must be attached to the  
NMT Direct Payment (DP) Form for processing

FALL (year)

SPRING (year)

SUMMER (year)

<b>Employee Last Name</b>	<b>Employee First Name</b>	<b>Employee Banner ID #</b>
<b>Department</b>	<b>Index/Fund Number</b>	<b>Account Number</b>

**NMT EMPLOYEE:**

I am an eligible NMT employee requesting reimbursement for Non-NMT tuition for successfully completed coursework taken outside of New Mexico Tech. I understand that only three (3) credit hours of tuition per academic semester will be reimbursed. I have attached my transcripts or proof of successful completion of the course.

**Amount of Tuition Reimbursement Requested: \$** \_\_\_\_\_

**University/College/Organization:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Number of Credits:** \_\_\_\_\_

**Itemized Invoice/Transcripts/Successful Completion Docs Attached: YES**

**Employee Signature:** \_\_\_\_\_

**Supervisor Approval Signature:** \_\_\_\_\_

**Human Resources Approval Signature:** \_\_\_\_\_

**Vice President Admin & Finance Approval Signature:** \_\_\_\_\_

**President Approval Signature:** \_\_\_\_\_

**Business Office Use Only**

**Exemption Code:** \_\_\_\_\_ **Detail Code:** \_\_\_\_\_ **Amount Reimbursed:** \_\_\_\_\_

**Verification of Non-Student Funds:** \_\_\_\_\_ **Entered by:** \_\_\_\_\_ **Date:** \_\_\_\_\_