

# Request for Educational Materials Reimbursement

Apprentices may be granted reimbursement for qualifying required expenses for approved apprenticeship course-work. You will need to submit the following with your request; documentation of class completion including grade, proof of payment and/or receipt of required purchase.

Name  Apprentice Number  Date

Employer Name  Mentor/Supervisor Name

List all classes below you would like reimbursement for. Documentation of completion, payment and grade are required for each class reimbursement is requested for.

Course Number	Course Title	Section Number	Grade	Cost

List all items below you would like reimbursement for. Documentation of items requirement by the instructor and proof of purchase for each item must be attached.

Item Description	Quantity	Price	Total Cost

Total amount you are looking for reimbursement (table 1 total + table 2 total) \$

Signature

### Office Use Only

Approved  Denied  *See reverse for any justification*

Signature  Date