

TUITION SPENDING ACCOUNT Reimbursement Form

-
- Process: 1) This form is to be used to claim tuition costs you have allocated from your annual Flexible Spending Benefit to your Tuition Account.
- 2) Eligible expenditures are identified in the Tuition Spending Account plan summary.
(wellness.usask.ca/benefits/plans.php) Select the benefit plan for your employment group.
- 3) **Original receipts** or a **copy of the student fees page** from PAWS must be attached to support the amount of tuition being claimed.
- 4) Reimbursement for immediate family will not be paid to the member, but rather the reimbursement will be applied against the family member's student account.
- 5) Reimbursement for the member will be paid to the member.
- 6) Review the Tuition Spending Account plan summary for the taxation of the reimbursement.
- 7) Forward completed form to **ConnectionPoint, Room 258, Arts Building**.
-

Employee Name: _____ Employee ID: _____
(please print)

College/Department: _____ Fund Number: _____

TUITION Reimbursement Details:

Family member's information (required if reimbursement pertains to a family member):

Name: _____ Student Number: _____

Relationship to Employee: _____

University of Saskatchewan Course Information:

Course Dates: _____

Course Description: _____

Reimbursement Amount: \$ _____

I hereby certify that:

I have reviewed the Tuition Spending Account plan summary and this expenditure relates to myself or an eligible family member as defined in the plan summary.

The expenses have not and will not be claimed from any other source.

The information I have provided on this form is accurate.

Employee Signature

Date

Verified Available Balance: _____

Date Processed: _____

Date forwarded to SAT: _____

Processed by: _____