



GVSU Business and Finance Department/ Office of the Provost

Subject: Reimbursement for Advanced Degree

Date: February 2014

Description:

The Academic and Student Affairs division has a [Reimbursement for Advanced Degree policy](#) that allows appointing officers to provide financial tuition support in special circumstances to faculty seeking an advanced degree appropriate to their position. Please see the policy for the guidelines to qualify for this reimbursement.

Purpose:

This procedure provides the documentation necessary to track the tax consequences that the employee might encounter from tuition reimbursement. It provides appointing officers and the Provost Office with a source to track the costs of this program and ensure that the department is receiving the increase in its working budgets. It also provides clear instruction to faculty and staff on how to receive this reimbursement.

Procedures:

1. Employee must have a formal, signed agreement for tuition reimbursement.
 2. Employee should enroll as a student at the agreed upon university.
 3. Employee is to pay the tuition and keep the payment receipt.
 4. Employee is to complete "[Miscellaneous Expense](#)" Travel & Expense reimbursement form, attach the receipt and any other required information, and submit to the department chair for approval. (Note: The department's General Fund FOAP should be listed in the FOAP section of the form.)
 5. The completed "Miscellaneous Expense" Travel & Expense form is approved by the department chair and the signed form with accompanying documents is to be sent to the Accounting Office (2015 Zumberge Hall) for processing.
 6. To requests the transfer of funds from the Provost's Office to reimburse the department's General Fund FOAP, the department should send an electronic copy of the completed Travel & Expense form to the Director of Academic Resources Management and the Executive Assistant for the Provost.
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