

## EXPENSE FORM - SUPPLEMENTAL EDUCATIONAL ASSISTANCE PROGRAM

*Michigan State University Extension for Non-Academic Employees*

This funding complements the MSU Ed Assistance Program. It assists with costs associated with credited coursework leading to a degree which are not covered by the MSU Ed Assistance Program. See the MSU Extension Administrative Handbook for details.

Name:

Title:

ZPID:

Email:

Supervisor:

Semester/term for which expense is being claimed:

### Process:

1. Employee communicates need / confirms supervisor approval.
2. Employee completes semester/term and gathers appropriate documentation.
3. Employee completes and emails this form and supporting documentation:
  - A copy of MSU Educational Assistance program balance to show participation; and
  - Receipts and statements for tuition/fees, books, and other course-related supplies.
4. The supervisor forwards the form to MSUE.HR@msu.edu. In the subject line, indicate Supplemental Educational Assistance. This must be received within (60) days following completion of the semester/term.

### Requirements:

Classes leading toward a degree must be taken for credit and completed with a passing grade as defined by the non-academic Educational Assistance policy. If you are using this funding for tuition, proof that [Educational Assistance](#) has been utilized should be submitted. EdAssist Balance is available in EBS>Educational Assistance System>My Account.

It is the responsibility of the person requesting reimbursement to fill out this form accurately and attach the necessary original receipts. The amount of the reimbursement will not exceed \$500 per academic year (September-August). The reimbursement is considered taxable income. See the [MSU Extension Administrative Handbook](#). Please attach receipts or billing statements for all items below.

Tuition (first use your MSU Ed Assistance):

Books:

Fees:

Required Course Supplies:

**Total:**