Parkersburg
West Virginia University

Request for Graduate Study Reimbursement

Per Answer Book #1V-19 and #IV-23

DIRECTIONS:
Within 90 days of degree completion, EMPLOYEE inserts responses for sections A-D below, prints, signs, attaches required documentation, and submits to supervisor.

NAME:
A. Summary of graduate study that explains the nature of the degree, content covered, and type of degree awarded:
B. Relationship of graduate study to current position:
C. Long term benefit of graduate degree to the institution:
D. Cost of graduate education and amount for reimbursement:

The following documentation MUST be attached:

1. **Documentation of advanced degree completion from awarding institution.**
2. **Documentation that graduate study has support from supervisor and has been identified as part of a professional development plan in annual reviews.**

Signed,_____ Date:_____
Employee

Request approved for UP TO [ ] $2,500 [ ] $7,500 [ ] $_____ by:

_____ _____
Supervisor **Date**

_____ _____
Executive Level Administrator **Date**

_____ _____
President **Date**

ORIGINAL TO EMPLOYEE* **COPY** TO VP FOR FINANCE & ADMINISTRATION

*Upon approval, the employee submits an "Advanced Training, Education or Professional Development Expense Settlement Form" (available under "Forms" online) to the Business Office with copies of all receipts related to graduate study attached.