

VALASSIS	EDUCATION ASSISTANCE PROGRAM REIMBURSEMENT REQUEST FORM
Policy: CB03	Effective: 05/01/11
Policy Owner: Human Resources	Version: 2.0

The purpose of this document is for associates to request reimbursement for all approved expenses under the Education Assistance Program. To receive reimbursement within the respective payroll cycle, associates must provide copies of the original grade report and receipts seven (7) business days prior to the payroll date. .

The grade report must display the date, school name and associate's name. All receipts must contain the school name, book title(s) and the date of purchase. If books are purchase outside of the approved school (i.e., Amazon.com), the book title(s), date of purchase and the vendor's name, must be displayed on the receipt.

Failure to comply with these requirements will result in a delay for reimbursement. Legible copies of the grade report and receipts must be sent to Gillian Dudley in Windsor, CT

Associate Name:		Associate Phone Number:	
		Work:	
		Cell:	
Department:			
School Name:		Degree Type/Concentration:	
Dates of Course(s):		Graduation Date/Year:	

Name of Course(s):	Grade

Tuition Cost:	
Required Fees:	
Book Fees:	
Total:	
Reimbursement Rate: <input type="checkbox"/> 80%	
Reimbursement Amount:	

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Associates must submit the following information to Gillian Dudley seven (7) business days prior to the payroll date,

- Signed, completed Education Assistance Program Reimbursement Request Form.
- Legible copy of the grade report with the date, school name and associate's name displayed.
- Legible copies of receipts with itemized required purchases for books, fees, and tuition. Receipts must include the purchase date and school/vendor name.

Failure to comply with these requirements will result in a delay for reimbursement. Reimbursement will be made on the next available pay cycle after approval is obtained. Annual reimbursement maximums are \$4,000 for undergraduate and \$5,250 for Masters and Ph.D. courses.

I agree that the charges incurred are for the degree program that was originally approved.

Associate Signature

Date

Talent Management Approval

Date