

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.

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: