REIMBURSEMENT VOUCHER FOR TRAINING EXPENSES
U.S. DEPARTMENT OF ENERGY

Payee's Name: _____

Mailing Address: _____

_____

_____

Check Payment Info

Course Title: _____

Training Dates: _____

ITEM	DOLLARS	CENTS
A TUITION		
B. BOOKS		
C. OTHER (explain below)		
D. TOTAL		

The minimal acceptable grade for satisfactory completion of academic courses is "C" at the undergraduate level and "B" at the graduate level.

For reimbursement - Complete this form and submit it to the Oak Ridge Financial Service Center (FM-71) along with the following:

1. Copy of SF-182.
2. Copy of grade or certificate showing class was satisfactorily/successfully completed.
3. Itemized receipts for tuition and books which show costs were paid.

I certify that the expenses claimed herein are correct and proper.

_____ _____
(Date) (Employee)

_____ _____
(Date) (Supervisor)