

Instructions for Completing the Tuition Reimbursement Voucher and Accounting Grid

Tuition reimbursement requests must be completed in the following manner prior to being submitted to the campus business office for processing.

Accounting Voucher

1. Type in the complete name and address of the campus in the top box labeled “Agency Name/Delivery Address”.
2. Skip the boxes labeled “Must Be Delivered By” and “Inside Delivery”.
3. In the boxes labeled “Name”, “Address”, “City”, “State”, and “Zip”, type in your name and complete address to include your zip code. This should be the same address you listed for any past reimbursements. If your current address is different from past reimbursements, please make a note in the description column on the accounting voucher that the address has changed. The Tidewater Community College address is not an acceptable address.
4. In the box labeled “Vendor number”, type in your Empl ID number.
5. On the right, in the box labeled “Voucher Number and Date—Total Amount Paid”, type in the amount to be reimbursed.
6. In the Description area, use the first line to type in the words “Tuition Reimbursement.” To the right, in the Amount column, type in the amount of total tuition to be paid.
7. At the bottom of the Description area, type in your social security number.
8. On the right, in the box labeled “Total Amount”, type in the amount to be paid.
9. In the box with the preprinted certification notice, next to the word “Initial”, sign your initials and date the form.

State Disbursements Accounting Grid

For Reimbursement Paid with Tuition Reimbursement and Individual Equity Money

In First Section

1. In the box labeled “Vendor Name”, type your name.
2. In the box labeled “Vendor Number”, type in your social security number.
3. Skip the box labeled “Voucher Number and Date”.
4. In the box labeled “Account Number”, type in the 10 digit FRS code for professional development. The first five digits for the tuition reimbursement account and your individual equity account are “1-4-5-0-3”. The sixth digit is your campus number (0 for District; 1 for Portsmouth; 2 for Va. Beach; 3 for Chesapeake; 4 for Norfolk). The last four digits are the object code. The object code for classified is “1-4-2-5”; for faculty, use “1-4-2-1”.
5. Skip the box labeled “Payable Indicator”.
6. In the box labeled “Tran Code”, type in “3” (code is “3” for tuition reimbursement).
7. In the box labeled “Voucher Amount”, type in the total amount you were authorized to use from the Tuition Reimbursement account plus your Individual Equity account (see below for funds from the Classified Professional Development Fund).
8. Leave the rest of the boxes in this section blank.

For Reimbursement Paid with Classified Professional Development Fund Money

In Second Section

9. In the box labeled “Vendor Number”, type in your social security number.
 10. Skip the box labeled “Voucher Number and Date”.
 11. In the box labeled “Account Number”, type in the 10 digit FRS code for professional development. The first five digits for the Classified Professional Development Fund account are “1-4-5-1-7”. The sixth digit is your campus number (0 for District; 1 for Portsmouth; 2 for Va. Beach; 3 for Chesapeake; 4 for Norfolk). The last four digits are the object code. The object code for classified is “1-4-2-5”; for faculty, use “1-4-2-1”.
 12. Skip the box labeled “Payable Indicator”.
 13. In the box labeled “Tran Code”, type in “3”. The transaction code is always “3” for tuition reimbursements.
 14. In the box labeled “Voucher Amount”, type in the total amount you were authorized to use from the Classified Professional Development Fund.
 15. Leave the rest of the boxes in this section blank.
16. In the box at the very bottom of the form, on the right, labeled “TOTAL”, type in the total amount of your reimbursement.

All tuition reimbursements should be assembled in the following manner:

Staple together:

- **White (original) accounting grid**
- **Gold accounting voucher**

Staple together :

- **Blue accounting voucher** (original)
- **Yellow accounting grid**
- Copy of approved professional development form
- Copy of official grade report
- Copy of tuition charges
- Original paid receipt for tuition

Staple together –

- **Pink accounting voucher**
- **Pink accounting grid**
- Copy of approved professional development form

Prepare your voucher, accounting grid, and receipts as instructed above. Submit your reimbursement request paperwork to the campus/District Business Office for processing.