

## Staff Assembly Scholarship Reimbursement Form

**Instructions:**

For scholarship reimbursement, please provide the following information **upon completion** of the course. Note that only **one** course, workshop, seminar, or conference is reimbursable and books for career development and courses required for degree attainment if related to current position or career development. Travel expenses such as mileage and parking, plus other miscellaneous fees are not reimbursable.

*Course must be taken and completed between July 1 and May 31 of the fiscal year you are awarded the scholarship in order for reimbursement request to be submitted to Accounts Payable. The fiscal year ends on **June 30**.*

Part I	
Name: _____	Employee ID: _____
Phone: (     ) _____	E-mail Address: _____
Dept. Address: _____	

Part II	
Year Scholarship Awarded: _____	_____
Total Amount Requesting: \$ _____	_____
Course Title: _____	_____
Where was the course taken: _____	_____

Was the course directly related to degree attainment?     Yes     No  
Was the course directly related to your current position?     Yes     No

Please write a short testimonial statement about the staff scholarship program and the benefit you received from participating in the program.

- PLEASE NOTE:** The following documents are required when requesting reimbursement:
- **Original receipt or original returned check** (Please make sure that receipts indicate method of payment - we will not reimburse you if the department paid for your training)
  - Proof of course completion (Only a grade of A, B, C, or Pass qualifies)
  - A completed Staff Assembly Scholarship Reimbursement Form

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email, mail, or deliver all required documents within 30 days of your course completion to:  
Scott Alexander  
Treasurer, UCLA Staff Assembly  
UCLA Intercollegiate Athletics  
Box 951639, 100 JD Morgan Center  
Mailcode: 163906  
Email: [staffassembly@ucla.edu](mailto:staffassembly@ucla.edu)