

**Meet & Confer
Reimbursement Form
Conference • Dues • Tuition**

Name Employee PIN #

- Dues Reimbursement
- Conference Reimbursement
- Tuition Reimbursement
- Other: _____

***Please attach all
documentation to
this request.***

Description: _____

Dates Covered: _____

Amount Requested: _____

Account Number: _____

Employee Signature Date

Supervisor Signature Date

Human Resources Approval

Approved Denied Initials: _____

Payroll Approval

Posted to Paydate _____ Initials: _____