SIMPSON MANUFACTURING CO., INC. EDUCATION REIMBURSEMENT REQUEST

Complete this form at the end of each semester and submit to your branch HR representative.

Employee Name:	Branch Location:
Job Title:	Hire Date:
Manager's Name:	Employee Phone #:

All requests for reimbursement must be made within 3 months of successful completion of an approved course. The request must include an official copy of the grade report; official documentation from the educational institution indicating the amounts charged for tuition and fees for each course, including amounts of any financial aid received; and receipts for textbooks with the seller's name imprinted on them.

Grade report attached

Q Receipts from all expenses attached

Total Cost (registration, tuition, textbooks)......\$

Employee's Signature

Date

Manager's Signature

Date

Administration Use Only

Has the "Education Reimbursement Application" been received?

Reimbursement to be paid on paycheck dated: _____

Amount reimbursed to employee this year, 20____: \$_____