



**INDIANA HARBOR BELT RAILROAD CONTINUING EDUCATION  
REIMBURSEMENT FORM**

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

To: Human Resources

From: \_\_\_\_\_

I am here with requesting reimbursement of my tuition cost in the amount of:

\$ \_\_\_\_\_

Name of the Course(s): \_\_\_\_\_

Total Credit Hours: \_\_\_\_\_

Attached are copies of class description and requirements, final grade, and first and final payment receipts.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Reviewed

\_\_\_\_\_  
Director HR/LR Nicole Moore Parchem, Signature

\_\_\_\_\_  
Date

Approved

\_\_\_\_\_  
General Manager John Wright, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*The Indiana Harbor Belt Railroad may only reimburse an employee, up to six credit hours per semester, for tuition and certain related fees (Maximum of \$3000 per year) upon successful completion of authorized course(s) of study which must be related to the employee's current position or potential positions with the IHB.*