

OGSD Master's Degree Reimbursement Checklist

1. Employee reimbursement form filled out
2. University/College attended _____
3. Classes taken, 2 max. _____, _____
4. Credential held (attach copy of credential or ctc print out)
5. Date of initial employment with OGSD _____
6. Copy of current notice of assignment or contract (attached)
7. Evidence of course(s) completion (transcript attached or other evidence)
8. Dates of courses/term (on transcript or copied from university calendar attached)
9. Evidence of cost of course(s) on student account (attached)