

The Department of Aviation's

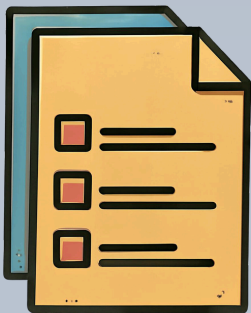
# TUITION REIMBURSEMENT

How to Apply for Reimbursement for College Tuition, Professional Certifications, and Professional Licenses

## 1. CONSULTATION

Schedule with Training & Development to review eligibility, required documents, and deadlines.

We'll answer questions and guide you through the process.



## 2. FORMS NEEDED

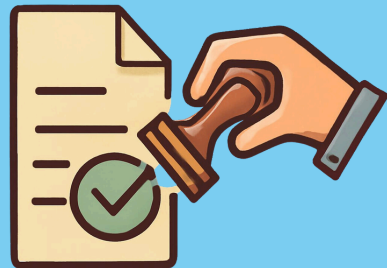
Education & Training Leave Form  
Memorandum with supervisor's approval

Course Descriptions

An invoice showing how much you paid out of pocket.

## 3. PRE-APPROVAL

Forward the original documents directly to the Training & Development Unit prior to taking the course



## 4. FINAL APPROVAL

The Training & Development Unit will ensure that necessary paperwork and approvals are signed.

Applications are sent to the Central Finance Department.

## REIMBURSEMENT

Payroll will contact the employee when checks are ready for pick-up.



For any inquiries, additional information, or to schedule a consultation, please reach out via email at [Training@phl.org](mailto:Training@phl.org).