

## **MRU Faculty Reimbursement of Tuition for Credit Courses Completed at MRU**

Collective Agreement Article 18.4:

“An Employee who takes a credit course at Mount Royal University shall be reimbursed the amount of tuition, exclusive of special course or program fees, or private instruction as published in the annual fee schedule in the University Calendar, upon successful completion of that course.”

If a faculty member wishes to be reimbursed for a credit course taken at MRU:

1. Complete a Chrome River expense claim
  - a. Chrome River is accessible online at MyMYU.ca under Financial Matters
  - b. Use FOAP Number: 100439 3550 78406 63008
2. Support the claim with the paid receipt and a letter of completion and transcripts.
3. The expense claim will go to HR to approve based on the ORG used above, and reimbursement will be processed by payroll.