

STRAP Reimbursement Procedures

1. Create an expense report in Workday and attach your official transcript and paid statement. You will need to upload the official transcripts and a paid statement or invoice that shows where the class was paid and the statement or invoice must have a zero balance. The transcripts can be the mailed version or the official online version, they cannot be a copy.
2. A few things to keep in mind about the statement:
 - a. STRAP only reimburses for tuition – not fees, books, or any other expenses.
 - b. STRAP reimburses up to \$203/credit hour for undergraduate programs and technical degrees and up to \$287/credit hour for graduate programs. The maximum number of hours reimbursed is 6 hours. An example: You are getting your Masters, you took 9 credit hours and your classes are \$650/credit hour and they charge an additional \$100 for taking online classes. On your expense report you will only put in a reimbursement for 6 hours x \$287, which is a total of \$1,722.00. That is the maximum you will be reimbursed.
 - c. If your classes cost less than the \$203/credit hour for undergraduate programs and less than \$287/credit hour for graduate programs then put that rate down as the reimbursement. Georgia Tech will not pay over what you paid. An example: You are getting your Associates at a technical school, you took 6 credit hours and your classes are \$100/credit hour. On your expense report you will only put in a reimbursement for 6 hours x \$100, which is a total of \$600.00. That is the maximum you will be reimbursed because that is what you paid.
3. A few things to keep in mind about the transcript:
 - a. You must get a “C” or better in order to be reimbursed. If you received less than a “C” or a “W”, do not turn in an expense report because it will be rejected.
 - b. If you receive a “Pass” or “Satisfactory”, that will be sufficient as well.
4. Please ensure you are turning in the right transcript and invoice for the right semester. See the chart at the end of these instructions for an example.
5. After your expense report is complete, it will get routed to whomever approves your expense reports, in your department.
6. After your department approves, it will then get routed to GTHR for approval by the STRAP Coordinator who will verify the transcript and paid statement against the STRAP application. (~ 2 business days)
7. The expense report then gets routed to the GTHR Assistant Director of Financial Operations for approval. (~ 2 business days)
8. Lastly, the expense report will get routed to Accounts Payable where they will pay the expense and you will receive the reimbursement in the same manner you receive your paycheck (direct deposit, mail, etc.). (~ 5 business days)

Helpful Links:

[STRAP Policy](#)

[Workday Financials](#)

[Workday Web-based Training](#)

[Instructions on how to create an expense in Workday](#)

WORKDAY FIELDS

Expense Line

Date * 04 / 29 / 2020

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Currency *

Memo

Project

Grant

Gift

Designated

GTRI Charge Code

Custodial Entity

Program

*Additional Worktags

- Assignee: Jonique Bovian - cbovian3
- Budget Reference: FY20
- Class: CL64000 Sponsored Operations - Private
- Cost Center: CC000317 OHR - Human Resources, AVP
- Function: FN16100 Executive Management
- Fund: FD20200 Restricted - Foundation
- Location: Human Resources Office

[LESS \(2\)](#)

Quantity = No. of credit hrs. requested.
Max. is 6.

Per Unit Amount = Reimbursement rate.
Undergraduate and technical rate is \$203/credit hr. Grad rate is \$287/credit hr.

GTF820210056 STRAP FY20-21

STAFF TUITION REIMBURSEMENT PROGRAM

Georgia Tech Semester Dates and Associated STRAP Deadline Dates

SEMESTER	SEMESTER DATES	STRAP APPLICATION DEADLINE
GT Fall Semester	Mid-August – December	Fall STRAP Application deadline: July 15
GT Spring Semester	January – beg May	Spring STRAP Application deadline: November 15
GT Summer Semester	Mid May – end of July	Summer STRAP Application deadline: April 15



You must fill out a STRAP application based on your prospective school's start date. If your school has a "Winter" term that begins in October then you will need to fill out a Fall TAP Application because that "Winter" term falls within GT Fall Semester dates.

