



U.S. Tuition Reimbursement Policy

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Approver: SVP and CHRO	
Status: Approved	

Tuition Reimbursement Policy

Scope

Informatica is committed to the professional and educational development of its employees. This policy applies to all U.S. Informatica (“Company”) full-time employees. Contractors and temporary workers are not eligible.

Eligibility and Reimbursement

1. Must have commenced full-time employment (regularly scheduled to work at least 24 hours per week) and have remained a full-time employee.
2. Must have been employed on a full-time basis for 6 months prior to the start of an eligible course(s).
3. Performance must be satisfactory.
4. Must not currently be on any form of corrective action or in the past six (6) months been on any form of disciplinary action.
5. Must take the courses at times that do not conflict with work schedule.
6. Must be actively employed by Informatica at the time reimbursement is submitted.
Please note: If an employee separates due to an elimination of his/her position, the employee will still be reimbursed for eligible expenses as long as a grade of a B- or better is achieved.
7. Must have received a course grade of B- or better (grades C and below are not eligible for reimbursement).

Course Selection

Courses must be taken for credit in a degree program at an accredited institution to be considered eligible for reimbursement. The degree program must be job related or for advancement into another position within Informatica to be eligible for reimbursement. Professional Certifications and job-related training programs do not fall under the Tuition Reimbursement policy.

Reimbursement & Eligible Expenses

1. Annual reimbursement allowance for all courses is \$5,250.00.
2. Reimbursement is based upon the calendar year in which the reimbursement is disbursed. There is no carryover for any allowance that was not used in prior calendar years.
3. Eligible expenses: tuition fees, books, lab fees, or supplies required by the course. Computer equipment, parking, and shipping fees are not eligible expenses.

Procedure

Pre-Approval Process

Step 1 – Employee

- Employee reviews the tuition reimbursement policy.
- Employee discusses educational pursuits with manager.
- Employee completes section 1, 2, and the employee signature portion of the pre-approval.

Step 2 – Manager

- Manager reviews the course information and confirms the course(s) correlation with the employee's current position or future position with Informatica.
- If the manager approves request:
 - Manager reviews the employee-signed pre-approval form for completion, signs and then forwards the form to HRBenefitsUS@informatica.com, copying the employee.
- If the manager declines the request:
 - Manager speaks with the employee advising him/her of the denial.

Step 3 – Employee

- Employee enrolls in the course(s), pays the tuition, and all other applicable fees.

Post-Course Completion Process

Step 1 – Employee

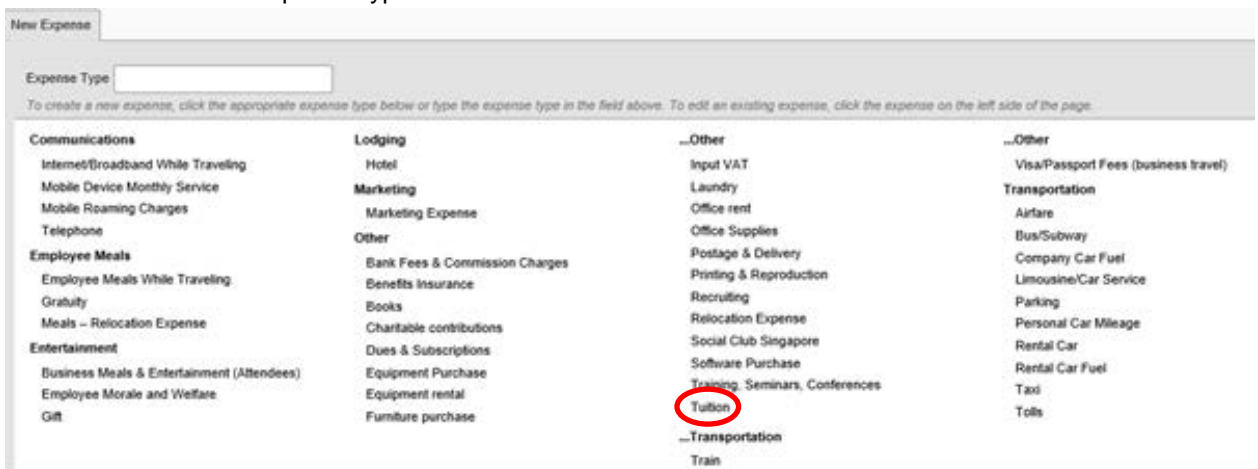
- Employee completes and submits the approved Tuition Reimbursement Form and provides tuition and any other eligible fees receipts, and a copy of final course grade(s) to HRBenefitsUS@informatica.com.

Step 2 – Human Resources Benefits Department

- HR Benefits Department reviews the tuition reimbursement form and compares it against the pre-approval form then approves or declines the request.
- *If Declined:* HR Benefits informs the manager and employee of the reason why.
- *If Approved:* Approved form is emailed to employee with instructions to request reimbursement in Concur. Manager is also notified of approval.

Step 3 – Employee Requests Reimbursement in Concur

- Employee must include the approved Tuition Reimbursement Form, copy of grade(s), and applicable receipts in Concur.
- Select Tuition as the expense type.



New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications	Lodging	...Other	...Other
Internet/Broadband While Traveling	Hotel	Input VAT	Visa/Passport Fees (business travel)
Mobile Device Monthly Service	Marketing	Laundry	Transportation
Mobile Roaming Charges	Marketing Expense	Office rent	Airfare
Telephone	Other	Office Supplies	Bus/Subway
Employee Meals	Bank Fees & Commission Charges	Postage & Delivery	Company Car Fuel
Employee Meals While Traveling	Benefits Insurance	Printing & Reproduction	Limousine/Car Service
Gratuity	Books	Recruiting	Parking
Meals – Relocation Expense	Charitable contributions	Relocation Expense	Personal Car Mileage
Entertainment	Dues & Subscriptions	Social Club Singapore	Rental Car
Business Meals & Entertainment (Attendees)	Equipment Purchase	Software Purchase	Rental Car Fuel
Employee Morale and Welfare	Equipment rental	Training; Seminars, Conferences	Taxi
Gift	Furniture purchase	Tuition	Tolls
		...Transportation	
		Train	

****Please note employees should not submit tuition reimbursement under training, seminars and conferences. Employees utilizing this category will be declined reimbursement by the Concur Team. An email will be sent to the employee asking for resubmission under the correct expense type.****

Document Control and Revision History

Date	Participants	Scope
07/01/2015		Initial version
07/15/2016	Amy Cook	Update eligibility and expenses
05/18/2017	Deandra Ross	Added procedure