



U.S. Immigration and Customs Enforcement

TUITION ASSISTANCE PROGRAM

REIMBURSEMENT PACKAGE COVERSHEET

TO: Tuition Assistance Program
ICE Office of Training and Development

FROM: Applicant Name
Applicant Phone
Applicant Fax

DATE:

Attached is my Tuition Assistance Program (TAP) reimbursement package. I have provided the necessary form and documentation in accordance with the TAP Policy and Instructions.

Required Information:

- A completed *SF-1164, Claim for Reimbursement for Expenditures on Official Business*
- An official copy of the final course grade on school letterhead or transcript
- A copy of all receipts for tuition, books, and other course related fees

Instructions

Upon successful completion of the course(s), the employee must submit a complete reimbursement package to the Office of Training and Development. A complete package must include the following:

1. **The SF-1164**, All expenses claimed, tuition, books, etc. must be itemized. Each expense must be listed on a separate line. The employee's signature, item 10 of the SF-1164, is the only signature required.
2. **Course grade**, Official documentation that a passing grade of "C" or above, Pass, or Certificate of Completion has been received for the course(s) must be provided.
3. **Proof of payment**, A copy of all receipts for expenses claimed and listed on the SF-1164 must be provided.

Application submission, TAP Reimbursement Packages may be submitted via fax or email.

Fax:
202-732-1300

E-mail:
ICETraining@dhs.gov

