**Education Allowance Form**

**Employee Details**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beneficiary Information**

* **Beneficiary Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Relationship to Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Educational Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Institution Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expense Details**

| **Item** | **Description** | **Amount** | **Receipt Attached** |
| --- | --- | --- | --- |
| **Tuition Fee** |  |  | **[ ] Yes [ ] No** |
| **Books/Materials** |  |  | **[ ] Yes [ ] No** |
| **Uniforms** |  |  | **[ ] Yes [ ] No** |
| **Others: \_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **[ ] Yes [ ] No** |

**Approval Section**

* **HR Approval: [ ] Approved [ ] Denied**
* **HR Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**