



**Hewlett Packard
Enterprise**

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Reimbursement Flying Teacher Language Course (Zurich, Bern, Basel, Geneva)

Reimbursement request

I would like to have the language course to be reimbursed.

Employee Name:

ID Nr.:

Language course:

Date:

Employee Signature:

- a) Flying Teachers invoice the participant directly for a sum of CHF 600.00 or CHF 900.00 for the entire course. We kindly request you to pay the invoice within the period stipulated.
- b) The sum of CHF 450.00 is refunded by submitting the original invoice to the **Payroll Dept.**
 - To ensure HPE can accept the cost sharing, the confirmation of **the bank transfer payment** must be sent to the **Payroll Dept; payroll.switzerland.e@hpe.com** □ The portion of the costs will be credited to your next salary.
- c) The remaining sum of CHF 150.00 or CHF 450.00 is your contribution to the cost of the course.