

LTHET CONTACT INFO & EXPENSE REIMBURSEMENT REQUEST

Send to your LTHET Education Branch Chief via encrypted email in outlook. Allow 30-45 days for processing before inquiring on the status of your request. Please type or write clearly to avoid delays in payment. Submit Thesis and Dissertation request **within 90 days** of degree completion. Students must submit documentation indicating degree completion. Acceptable documentation includes an encrypted emailed copy of the student's diploma or certificate, or a scanned/e-mailed copy of a final transcript **stating that degree requirements were met.**

MEMORANDUM FOR: Long Term Health Education/Training, AMEDDC&S, HRCoE
ATTN: Education Branch Chief

SUBJECT: Request for Stipends and/or Expense Reimbursements

Full Name: _____ **Rank:** _____ **SSN:** _____ - _____ - _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Day Time Number: () _____ - _____ **Work Number:** () _____ - _____

Soldier's Outlook E-mail Account: _____ .mil@mail.mil

Soldiers School E-mail Account: _____

Soldier's most reliable E-mail address: _____

(May be a personal account)

University/Location: _____ **Academic Year of Request:** _____

Your Branch: _____

Name of Program you were selected for: _____

MARK THE REQUESTED STIPEND OR REIMBURSEMENT

Book Stipend **Thesis** **Dissertation** **Board Fees** **Equipment** **Other:** _____

NOTE: *Book stipends are available once per academic year, and are distributed to eligible students following successful completion of the first academic term.*

Mandatory payment by Electronic Funds Transfer (EFT) is required.

This section Not Applicable to TWI students.

CHECKING **SAVING**

Name of Bank: _____ **Routing #:** _____ **Account #:** _____

Bank Address: _____ **City:** _____ **State:** _____ **Zip:** _____

SIGNATURE: _____ **Date:** _____

Privacy Act Statement

This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), as amended, for individuals supplying information for inclusion in a system of records. Routine Uses: Communicate with students and process reimbursements. Disclosure is voluntary. Failing to disclose requested information may result in your stipend or reimbursement being delayed or denied. All previous version of this form are obsolete as of 14 April 2016