Test Reimbursement Instructions

The following documents are needed to process reimbursement for CSET/CBEST/RICA testing fees.

1. **Memorandum of Understanding** and **Payee Data Record**: Complete and sign each document one time per year.

2. **Test Receipts**: Email receipts to jdungan@csuchico.edu, or turn them into THMA 208. Please be sure that the receipts display the total amount paid for each exam.

3. **CIELO Test Prep Worksheet**: Submit one test prep form for EACH exam that you need to be reimbursed for.

The reimbursement check should be issued within 3 weeks of the processing date. It will be mailed to the address that you provided on the Payee Data Record. If you have any changes to your address, please complete a new Payee Data Record form and resubmit with receipts.

If you have any questions, please call Jonni Dungan at 530-898-4026.

CSET/CBEST/RICA