



Instructions for Entering Educational Reimbursement Requests in SAP Online Services

Degree Programs and Courses to Obtain a Degree

- **To Add a Degree Program Record to Your Account:** Click [Adding a Degree Program](#) for instructions.
- **To Request Reimbursement for Expenses Related to a Course Within Your Degree:** Click [Adding a Course Within Your Degree Program](#) for instructions.

Single Course Taken, Not Part of a Degree Program

- **To Request Approval to Take a Non-Degree Course:** Click [Adding a Course Outside a Degree Program](#) for instructions.
- **To Request Reimbursement for Expenses Related to a Non-Degree Course — After the Course Has Been Completed:** Click [Request Reimbursement for Course Outside a Degree Program](#) for instructions.

Certification and Licensing (C&L) Programs

- **To Add a C&L Program and Request Reimbursement:** Click [Adding C&L to Request Reimbursement](#) for instructions.

Benefit Information/Documentation

Go to www.myMPCbenefits.com to find the Educational Reimbursement Plan document and the complete Educational Reimbursement Tip Sheet. You will also find forms and guides to assist you in the process at this site as well.