

What types of Professional Development Reimbursement are available?

- Tuition Reimbursement covers tuition costs, books, and class fees
- Workshop/Conference Reimbursement covers training workshop and conference registration fees

How much funds are available for Professional Development Reimbursement?

- Tuition Reimbursement- \$1200 is available per contract year
- Workshop/Conference Reimbursement- \$800 is available per contract year

What is the process for using Professional Development Reimbursement funds?

- Complete the *Professional Development Reimbursement- Application and Contract*
 - Available on the Staff Resources website under Staff Forms
 - Also available here: K:\~Staff Resources\Master Forms
- Retain a copy of the signed form until submitting for reimbursement
- Register and pay for the course/workshop/conference
- For workshops and conferences only
 - Confirm the availability of a certificate of attendance when registering
 - If an attendance certificate will not be provided, print and take a copy of the *Workshop/Conference Proof of Attendance* form and obtain the required signature at the event.
 - Form is available on the Staff Resources website under Staff Forms and on the network, K:\~Staff Resources\Master Forms
- Attend the course/workshop/conference
- Within 45 days of completion of the course/workshop/conference, submit the following to the Accounting Inbox:

Tuition Reimbursement

- *Check Request Voucher*
- *Professional Development Reimbursement- Application and Contract*
- Proof of payment (e.g., receipt, credit card statement/report)
- Grade report of C or better

Workshop/Conference Reimbursement

- *Check Request Voucher*
- *Professional Development Reimbursement- Application and Contract*
- Proof of payment (e.g., receipt, credit card statement/report)
- Proof of attendance

- Please note the following:
 - PD Reimbursement must be submitted by June 30th. This is an exception to the 45 day window mentioned above and supersedes the 45 days.
 - Requests for reimbursement above the cap for the contract year as stated above will not be reimbursed.
 - Employees that received professional development reimbursement within a contract year and do not return the following year are required to repay Ivymount.