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
  o Available on the Staff Resources website under Staff Forms
  o 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
  o Confirm the availability of a certificate of attendance when registering
  o 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.
  o 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:
  o PD Reimbursement must be submitted by June 30th. This is an exception to the 45 day window mentioned above and supersedes the 45 days.
  o Requests for reimbursement above the cap for the contract year as stated above will not be reimbursed.
  o Employees that received professional development reimbursement within a contract year and do not return the following year are required to repay Ivymount.