

Administrative Regulation: Prof. Development Cost Reimbursement for Benefitted Employees

Regulation Number: 3.8.3

Benefitted EWC employees are eligible for reimbursement (full or partial) of authorized expenses for professional development **activities regardless of directly related to** the applicant's current position ~~however~~,. All coursework from an EWC recognized accredited or licensed institution for a degree program that advances the applicant's highest-earned degree will be considered regardless of current position. Applications for Cost Reimbursement will be reviewed by the Professional Development Committee (PDC) for approval in the order of receipt and the related activities must be completed by June 30th of the current fiscal year. Original expense receipts are required for reimbursement **and must adhere to BP 6.0**. Applications are available from the Human Resources office and electronically.

Criteria

- a. Professional development activities appropriate for cost reimbursement include academic credit, technical and continuing education, internships, field experience, research projects, workshops, seminars, conferences, special projects, and publications. Such activities must start and/or be completed within the current fiscal year (starting July 1 and ending the following June 30).
- b. Expenses for event registrations, **lodging, transportation, meals** (with the exception of alcohol), tuition, course fees, books, and required supplies for classes will be approved, as funds are available. Expenses for **memberships, dues**, entrance exams or tools will not be approved.
- c. Expenses for sports, games, or hobbies will not be approved unless they are part of an approved long-term professional development leave program.

Process

- a. Employees may submit an *Application for Cost Reimbursement* to the PDC beginning the first business day of May (prior to the fiscal year of reimbursement) through the last business day of the following April. Applications for cost reimbursement from publications must be submitted **after publication** has occurred; applications for all other activities may be submitted either prior to the start or before the April due date. If the activity is not approved and signed by the supervisor, the individual may appeal to the Human Resources Director or secondary appeal to the Chair of the Professional Development Committee for approval.

- b. Applications may be submitted to the PDC administrative assistant during regular business hours and will be hand-stamped with date and time of receipt, or applications may be submitted electronically as an e-mail attachment to the PDC (pdc@ewc.wy.edu) with e-mail timestamp used to determine order of receipt.
- c. Approved expenses must be verified by receipt before payment will be made. Proof of completion or specified activity, publication, etc. must be obtained within three months (unless there are extenuating circumstances as approved by the committee). Payments will be disbursed for actual amounts if less than the amount approved.
- d. Employees awarded cost reimbursement who are unable to provide activity completion evidence to the Professional Development Committee within the agreed upon three month timeframe or, for voluntary, non-emergent reasons do not fulfill their current contract/appointment for the ongoing academic or fiscal year agree to repay all money allocated to them through payroll deduction. The Human Resources Director or secondary appeal to the Chair of the Professional Development Committee will consider case-by- case exceptions.
- e. Each employee may receive up to \$1,000 reimbursement within a fiscal year, as funds are available. Up to \$500 will be reimbursed per approved application prior to and during the May meeting of the PDC. If funds are available at the end of the May meeting of the PDC, they will be disbursed in a pro-rated manner to all approved applicants of over \$500 in (Formula: Award to Applicant X = (Amount > \$500 of approved Applicant X reimbursement) / (Sum of all amounts > \$500 of approved reimbursements) * Funds Available
- f. The cost reimbursement budget will be allocated at 60% for faculty use and 40% for use by non- faculty. Both faculty and non-faculty cost reimbursement funds will designate 65% for expenses related to coursework and technical and continuing education, and 35% for expenses related to Internships, field experience, research projects, workshops, seminars, conferences, special projects, and publications. Unused cost reimbursement funds remaining on the first business day of May will be available to applicants of either faculty or non-faculty classifications, regardless of the funds' allocation or designation.

Original Adoption Date: 7/20/05

Revision Date(s): 11/8/05(RF), 8/13/13(RF), 6/25/18, 6/29/20

Date reviewed, no change: