

Employee Development Fund Reimbursement Request Form

For employees represented by IFPTE, Local 21 only

Complete this form as indicated in the appended instructions sheet and submit to your Department Head or authorized designee, **along with all required accompanying documents AND a self-addressed envelope**, for approval. Departments are required to forward the approved request forms and all required documents the Department of Human Resources, attention to "DHR Accounting."

I. Employee Information

Print Name (*last, first*) _____ Social Security No. _____ Date of Request _____

Home Address _____ City, State, Zip Code _____ Work/Daytime Telephone _____

Department No., Name, and Division _____

Job Class No. and Title _____

II. Employee Development Information

Item(s) to be Reimbursed:

- | | |
|--|---|
| <input type="checkbox"/> Course Tuition/City University Course Tuition | <input type="checkbox"/> Professional Conference |
| <input type="checkbox"/> External Training Program | <input type="checkbox"/> Professional Association Membership |
| <input type="checkbox"/> Professional License | <input type="checkbox"/> Internal Training Programs: DHR Workforce Development Training Program or other City Department Training |
| <input type="checkbox"/> Other Professional Expenses/Required Travel Costs | |

Description of course, training program, professional conference, required travel costs, association membership, license or related professional items (i.e., books or other training program materials): _____

\$ _____

Amount to be Reimbursed (<i>receipts must be attached</i>)	Date(s) of course/seminar (<i>if applicable</i>)	Duration of membership, license, program (<i>if applicable</i>)
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Request to Encumber Funds?: **Yes** **No**

If yes, indicate the start and completion date of the course, conference or training program: _____ to _____.

You must submit proof of successful completion within three weeks of completion or the encumbered funds will be released.

Employee's signature _____	Date _____	Supervisor's signature _____	Date _____	Work Phone _____
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III. Departmental Approvals

Signature by the Department Head or authorized designee, certifying that the employee's reimbursement request is approved and that the requested reimbursement amount does not exceed the annual fund limit as described in the Local 21 MOU.

Department Head/Authorized Designee's Signature _____	Date _____	\$ _____
Printed Name _____	Phone _____	

IV. Department Distribution

Original with receipts to Department of Human Resources, attention to "DHR Accounting"
With copies to: Employee AND Departmental Employee Development File

» **NOTE:** If this is a request to encumber funds, departments are required to fax this form and proof of enrollment/registration and payment **immediately** to the Department of Human Resources at (415) 557-4868.

Instructions: Completing the Local 21 Employee Development Fund Reimbursement Request Form

Section IV., Employee Development Fund, of the Local 21 Memorandum of Understanding (“MOU”) provides that \$500,000 shall be allotted to the Local 21 Employee Development Fund (“EDF”) each year for represented employees’ training, education and development. Until such funds are exhausted, and subject to approval by the Department Head or his or her authorized designee, an employee may utilize up to a maximum of \$2,000 per fiscal year for tuition, registration fees, books, and other materials for internal or external training programs, professional conferences, professional association memberships and desired licenses relevant to the employee’s current classification.

In addition, subject to approval by the Department Head or his or her authorized designee, employees may utilize up to \$1,000 of the \$2,000 available funds in a fiscal year to pay for up to one-half of the cost of necessary travel for approved training.

Employees seeking reimbursement pursuant to the Local 21 Employee Development Fund must comply with the following instructions in completing and submitting the Local 21 Employee Development Fund Reimbursement Request Form (“EDF Form”). Please be sure to review the checklist of required documents under #6 below to avoid unnecessary processing delays.

1) Complete Section I, Employee Information.

2) Complete Section II, Employee Development Information.

Under “Item(s) to be Reimbursed,” check the applicable box(es) and describe the item(s) for which you are seeking reimbursement, along with the specific itemized reimbursement amount(s) requested. Note that travel reimbursement rates shall be pursuant to the Controller’s travel policy memo (see paragraph 5 below for additional information); however, EDF funds may not be used for food expenses.

Under “Request to Encumber Funds:”

a. Request to Encumber Funds

The Department of Human Resources (“DHR”) will encumber funds upon an employee’s submission of all the following: a completed EDF Form with all required approval signatures and information, proof of payment and proof of enrollment/registration in a departmentally-approved course/training program/professional conference.

Note that requests to encumber funds should only be made in the event that the course/training program/professional conference for which reimbursement is sought will not conclude until late in the fiscal year, or in the event that you otherwise suspect the fiscal year’s allocated \$500,000 EDF amount will be depleted by the time you are able to submit all required documentation to DHR. In the event that you believe it necessary to encumber funds, check “Yes” in the applicable box and indicate the duration and completion date of the course, training program or professional conference.

Once you have obtained your supervisor’s approval and signature, you must submit the completed EDF Form, along with proof of enrollment/registration and proof of payments to

your Department Head or authorized designee for approval and signature. Your Department Head or authorized designee will then forward your request to DHR as indicated on the EDF Form. NOTE: Pre-approved reimbursement amounts will not be paid out unless proof of attendance/successful course completion is submitted to DHR within three weeks of the indicated completion date (refer to paragraph 4 below for additional information).

b. No Request to Encumber Funds

If your request for reimbursement will not require that funding be encumbered in advance, check “No” in the applicable box. Sign and date the form and submit it directly to your supervisor for review and approval.

Once you have obtained your supervisor’s signature, you must submit the completed form to your Department Head or authorized designee. In submitting your form, you must also include all required documentation and a self-addressed envelope in order for your request to be processed; please be sure to review the checklist of required documents under #6 below.

3) Submit the EDF Form and all required relevant documents to your Department Head or authorized designee.

Once you have submitted your EDF Form and all required documents (again, see paragraph 6 below for submission requirements) to your Department Head or authorized designee, he or she will complete EDF Form Section III, Departmental Approvals, and Section IV, Department Distribution, and submit all required documents directly to DHR if approved.

4) If you have requested that funding be encumbered, you are required to submit proof of attendance or successful course completion (whichever is applicable) and proof of payments within three (3) weeks of conclusion.

Upon conclusion of the course/training program/conference for which funding was approved and encumbered, you must submit to your Department Head or authorized designee a copy of your EDF Form, proof of attendance/successful course completion, and proof of payments (if not yet submitted) for which reimbursement is sought **within three (3) weeks** of the completion date as indicated in Section II, Employee Development Information, under “Request to Encumber Funds.”

If you fail to submit certification of attendance/successful course completion and proof of payments within the three week time period, the encumbered funds will be released and returned to the general Local 21 EDF account. In the event that the encumbered amount is released back into the general EDF account due to failure to submit all required documents within the deadline, you may still be eligible for reimbursement to the extent that remaining funds are available. In the event that the EDF allocated monies are no longer available for this fiscal year, you may re-submit your request for reimbursement, along with all required documents, during the next fiscal year when the EDF is replenished; however, note that employees are restricted to a total of \$2,000 in each fiscal year, regardless of when the course/program/conference was completed.

5) Reimbursement of Travel Costs

Requests for reimbursement of travel costs to attend conferences, trainings or any other qualifying educational event are subject to approval by DHR. In order to ensure that travel costs for qualifying events outside of the Bay Area are reimbursable, it is recommended that you request approval from DHR in advance.

The Controller's travel policy will be followed when determining allowable reimbursement amounts. Employees should incur only those expenses that a reasonable and prudent person would incur if traveling on official business.

Transportation:

Employees are expected to travel by the most efficient, direct and economical mode of transportation. If an alternative mode of transportation is selected, a valid justification must be provided. Otherwise, the allowable reimbursement shall be the lower of the actual cost of alternative modes of transportation or the lowest economy class fare available for regularly scheduled airlines for the date and time selected.

- Car rental - rental insurance will not be reimbursed.
- Transportation to/from airport – in most cases, the most economical mode of transportation will be the airport shuttle.
- Mileage – the Controller's Office has adopted the IRS standard mileage rate. As of January 1, 2008, the reimbursement rate is \$0.505 per mile.

Lodging:

Only the most economical and practical accommodations available are reimbursable. For travel within the United States, the Federal maximum rates for lodging will be used as a guide. Conference discount rates and "government rates" should be used whenever possible. If conference-lodging rates exceed the Federal rate, actual expenses will be reimbursed when documentation of the conference lodging rate and a receipt are provided. The Federal maximum lodging rate guidelines will be used as a guide (see <http://www.gsa.gov> for information).

6) EDF Requirements and Submission Checklist

Please make sure that you include all of the required documentation and a self addressed envelope with your submission to ensure that your request for reimbursement is processed appropriately and without unnecessary delays. Incomplete submissions, submissions lacking all of the required information, and/or submissions lacking the required approval signatures will be rejected and returned to your department.

Again, for all submissions, you must include: 1) a completed EDF Form with all required signatures and information; and 2) a self-addressed envelope (postage is not necessary). Additionally, you must include the following documentation:

- If you are seeking reimbursement for a qualifying Course/Seminar/Workshop–
 - Proof of successful completion (e.g., transcript, certificate of completion, etc.);
 - A copy of the invoice/registration form reflecting a breakdown of cost(s); and
 - Proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed).
- If you are seeking reimbursement for a qualifying conference–
 - Proof of attendance (e.g., name badge, copy of the certificate, letter from the organization confirming attendance, etc.);
 - Copy of invoice/registration form reflecting a breakdown of cost(s); and

- Proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed).
- If you are seeking reimbursement for half of your travel and/or lodging costs to attend a qualifying Conference or Course/Seminar/Workshop (up to \$1,000 total in a fiscal year), you must submit the required documentation for the qualifying Conference or Course/Seminar/Workshop as indicated above and all itemized receipts.
 - Travel Costs – e.g., a credit card statement reflecting a purchase for an airline/train ticket and a copy of the confirmation or itinerary; if driving, then a MapQuest printout of the driving route reflecting mileage; etc.
 - Lodging Costs – an itemized hotel bill reflecting full payment is always required. If the document provided indicates a remaining balance, you must also submit additional proof of payment.

If you are seeking reimbursement for Reference Books/CDs:

- Completed EDF Form with all required signatures and information;
- Copy of proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed); and
- A print out of what was purchased.

If you are seeking reimbursement for a License/Membership:

- Copy of proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed); and;
- Copy of the invoice.

Questions?

Refer to the Local 21 MOU for additional specifics and limitations. In the event that you have any general questions or comments regarding the Local 21 Employee Development Fund, you should contact your human resource representative or you may call the Employee Relations Division at (415) 557-4990. If you are seeking to inquire as to the status of your reimbursement(s), contact your human resource representative directly.