



London N. Breed
Mayor

Micki Callahan
Human Resources Director

Employee Development Fund Pre-Approval Reimbursement Request Form

For employees represented by IFPTE, Local 21 only

Complete this form as indicated in the appended instruction sheet and submit it to your supervisor, along with all available required accompanying documents and information, for review and approval. Once you obtain your supervisor's approval and signature, you will scan and save the form and verification documents as PDF file(s). You must upload this form (just this first page—not the instructions) and all available required accompanying documents and information into the Online Tuition Reimbursement System (https://sfdhr.org/online-tuition-reimbursement-process). If your request for pre-approval is approved by your Department Head/designee and DHR, you will be required to submit a request for reimbursement through the Employee Gateway. At that time, upload any and all additional required verification documents that you have not already submitted. Make sure to log in to the Online Tuition Reimbursement System periodically to check the status of your request.

I. Employee Information

Print Name (last, first) DSW ID Number (6 digits)
Work Address Daytime Telephone
Job Class No. and Title
Department No., Name, and Division

II. Employee Development Information

Item(s) to be Reimbursed:

- Course Tuition/City University Course Tuition
External Training Program
Professional License
Other Professional Expenses/Required Travel Costs
Professional Conference
Professional Association Membership
Internal Training Programs: DHR Workforce Development Training Program or other City Department Training

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

\$
Total amount to be reimbursed
Date(s) of course/training/conference (if applicable)
Duration of membership, license, program (if applicable)

Employee's signature Date Supervisor's signature Date Work Phone

NOTES:

Please remember to include all requisite information and available documentation to avoid unnecessary delays or rejections. You may only submit a request for reimbursement in the same fiscal year in which the eligible expenses were incurred (see exceptions in the Criteria sheet). Also, make sure that the address indicated above and on your account information for the Online Tuition Reimbursement System is current to ensure that you receive your reimbursement check.

Please note that you must submit proof of successful completion or attendance within three weeks of completing/attending a course, conference or training program (see exceptions in the Criteria sheet), or the encumbered funds may be released back into the EDF.

Employee Development Fund

Instructions for Requests for Reimbursement

For employees represented by IFPTE, Local 21 only

1. All requests for reimbursement must be processed through the Online Tuition Reimbursement System. For each request, you are required to submit the *EDF Pre-Approval Request Form* with proof of payment and registration **AND** then a *final formal request for reimbursement* with proof of payment and attendance (if applicable), even if you already have the requisite documentation (i.e., proof of payment for a license, professional association membership, or book or other training material) at the time that you submit your *EDF Pre-Approval Request Form*.
 - To download the *EDF Pre-Approval Request Form*, go to DHR webpage: <http://sfdhr.org/index.aspx?page=379>
 2. Complete the *EDF Pre-Approval Request Form*
 - Section I, Employee Information: Include the address to which you would like your reimbursement mailed; make sure your account information in the Tuition Manager system is correct.
 - Section II, Employee Development Information: Complete the “Item(s) to be Reimbursed” section. See Item #5 below for travel reimbursement information). EDF funds may not be used for food expenses.
 3. Submit the *EDF Pre-Approval Request Form* and available required documents to your supervisor for approval and signature. Your supervisor will review your *EDF Pre-Approval Request Form* to ensure that it is complete and that the items requested for reimbursement are relevant to your position. If approved, your supervisor will sign it and return it to you.
 4. Upload the *EDF Pre-Approved Request Form* into the Online Tuition Reimbursement System. Once you obtain your supervisor’s approval and signature, you will need to scan and save the *EDF Pre-Approved Request Form* (just this first page—not these instructions) and all available required accompanying documents as PDF file(s), and then upload those documents and required information into the Online Tuition Reimbursement System.
 - To submit your *EDF Pre-Approval Request Form* with documentation, go to: <https://www.tuitionmgr.com/users/login>
 - Company ID: sfgov
 - Username: your five-digit Disaster Service Worker (DSW) Number, found on the back of your DSW Identification Card. **If you do not have a DSW ID Card, contact your Human Resources Representative.**
 - At first log-in into the system, your temporary password will be the first four digits of your DSW Number. The system will direct you to create a new password. **If you forget your password, do not attempt to reset it in the System; instead, contact your Human Resources Representative.**
 5. Both your supervisor **AND** Department Head/designee must review and approve your request for reimbursement to ensure that you have fully completed the request form with the required documents attached (if available), and to verify that the item(s) for which you are seeking reimbursement is/are relevant to your current classification.
 6. Once approved by department staff, your request for reimbursement will be automatically transmitted to DHR through the Online Tuition Reimbursement System for review and approval. Once DHR approves your request for pre-approval, DHR will encumber the approved amount requested, provided you include proof of payment and registration (if it is a course, training program or professional conference).
- Exception:** If it is not possible to provide certification of registration and/or proof of payment at the time of your request (e.g., the vendor does not have finalized costs or has not opened up registration), you must provide sufficient documentation or information regarding the course, training program, professional conference, professional association membership or desired license and the anticipated cost of such training program, professional conference, professional association membership or desired license.
7. If DHR rejects your request, you will receive a notification in your account on the online system. You will have an opportunity to correct and resubmit your request for reimbursement, provided the EDF funds have not been exhausted.

NOTE: Do **NOT** cancel a Pre-Approval request unless you are certain that you cannot complete or attend the specified course, training program, or professional conference because resubmissions may create multiple requests to encumber funds. This can result in exhausting your EDF allotment for the year and/or resulting in a denial of your reimbursement as incomplete. To cancel a request for the purpose of resubmitting it, contact the Tuition Reimbursement Administrator at dhrrtuition-reimbursement@sfgov.org.

8. You will receive notifications in your account on the online system upon each approval by your Department Head/designee and DHR; you will also receive notifications if DHR or your department requires more information, clarification or documentation from you prior to approval. Therefore, be sure to log into the online system to review messages and updates to ensure your request is not unnecessarily denied or delayed.

NOTE: Encumbered funds will not be paid out until you provide proof of payment, and proof of completion/attendance if it is a course, training program or professional conference. Encumbered funds not used by June 30th of each fiscal year will be released back into the EDF to reimburse employees who submitted a Departmentally-approved request for reimbursement during that same fiscal year but who did not receive reimbursement due to the unavailability of funds at the time. Unused funds will not be carried over from year to year.

9. Submit a *final formal request for reimbursement* (and all remaining requisite documentation if you have not done so already) through the Online Tuition Reimbursement System. You are required to submit the *EDF Pre-Approval Request Form* **AND** then a formal request for reimbursement through the online system, even if you already have the requisite documentation up front (i.e., proof of payment for a license, professional association membership, or book or other training material) when you upload your *EDF Pre-Approval Request Form* into the online system.
10. Please remember to submit proof of attendance/successful course completion and proof of payment within three weeks (see exceptions on the Criteria matrix on the next page), or the encumbered funds may 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 still available during that **same fiscal year**.

11. Questions and Contact Info

- Refer to the Local 21 MOU for additional specifics and limitations.
- For general questions or comments regarding Employee Development Fund, contact your human resource representative or you may contact the Tuition Reimbursement Administrator at dhrrtuition-reimbursement@sfgov.org
- To check the status of your reimbursement, view your EDF fund balance, and view the Local 21 EDF balance, log on to Online Tuition Reimbursement Account.
- For technical questions about your Online Tuition Reimbursement Account, including updating personal information and passwords, consult the Employee User Guide, available at <http://www.sfdhr.org/index.aspx?page=68>

Criteria for Use of Local 21 Employee Development Fund and Exceptions

Criteria/ Limitations	General Provision	Exceptions
Annual Cap & Relevance	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	N/A
Timing of Requests	An employee may apply for reimbursement at any time only during the <u>same fiscal year</u> and will be reimbursed at that time, provided that the funds for that fiscal year have not yet been exhausted.	<u>1. Proof of Completion/Attendance is Not Available Until Next Fiscal Year:</u> If payment for a training, professional conference or coursework is required in one fiscal year, but proof of completion will not be available until the following fiscal year, you may submit a request for reimbursement for such training or coursework when you obtain proof of completion. Such employees will be eligible for reimbursement out of the next fiscal year's available funds.
		<u>2. Extension for Fiscal Year 2011-2012 Only:</u> Employees who expended funds in Fiscal Year 2011-2012, but who did not receive reimbursement due to the unavailability of funds at the time, may apply for such reimbursement no later than September 28, 2012. Such employees will be eligible for reimbursement out of the Fiscal Year 2012-2013 available funds.
Reimbursement Request Documentation	<u>Initial Submission:</u> Submit <i>EDF Pre-Approval Request Form</i> with proof of payment and registration (for course, training program or professional conference).	<u>Proof of Registration and/or Proof of Payment is Not Available:</u> If the vendor does not have finalized costs or has not opened up registration, you must provide sufficient documentation regarding the course, training program, professional conference, professional association membership or desired license and the anticipated cost of such training program, professional conference, professional association membership or desired license.
	<u>Final Submission:</u> Upload any remaining required documents that you have not yet submitted, such as with proof of payment and attendance (for course, training program or professional conference)	N/A
	Note: For each request, you are required to submit the EDF Pre-Approval Request Form with proof of payment and registration AND then a formal request for reimbursement with proof of payment and attendance (if applicable), even if you already have the requisite documentation up front (i.e., proof of payment for a license, professional association membership, or book or other training material).	N/A

Criteria/ Limitations	General Provision	Exceptions
Depletion of Employee Development Fund	Encumbered funds will not be paid out until you provide proof of payment, and proof of completion/attendance if it is a course, training program or professional conference.	N/A
Depletion of Employee Development Fund	Encumbered funds not used by June 30th of each fiscal year will be released back into the EDF to reimburse employees who submitted a Departmentally-approved request for reimbursement during that same fiscal year but who did not receive reimbursement due to the unavailability of funds at the time.	N/A
	Unused funds will not be carried over from year to year.	N/A
Travel	An employee may utilize up to \$500 of the \$2,000 annual limit to pay for up to one-half of the cost of necessary travel to attend an approved training, course or conference outside the nine Bay Area counties (San Francisco, Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma counties).	N/A
	Review the Controller’s travel policy, located at: http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=2174 and check with your human resources representative for most current version	N/A
	An employee is 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—that is, you must explain why other forms of transportation are not appropriate. 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.	N/A
	Car rental - rental insurance will not be reimbursed. Again, you must explain why renting a car was necessary and why it was the most economical and efficient/practical mode of transportation. Car rental is limited to standard compact size vehicle.	N/A
	Transportation to/from airport – in most cases, the most economical mode of transportation will be the airport shuttle.	N/A
	Gas - if requesting reimbursement for gas, you must provide an itemized receipt. Note that pre-paid fuel for a full tank is not reimbursable.	
	Mileage – the Controller’s Office has adopted the IRS standard mileage rate. As of July 1, 2011, the reimbursement rate is \$0.555 per mile.	N/A
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 or the Controller’s travel policy for information).	N/A

Verification Documents for Inclusion in Final Formal Reimbursement Request

Document	Example	Course/ Seminar/ Workshop	Conference	Travel	Lodging	Reference Books/ CDs	License/ Membership
Proof of attendance	E.g., name badge, copy of the certificate, letter from the organization confirming attendance		X				
Proof of successful completion	E.g., transcript, certificate of completion,	X					
Copy of the invoice/registration with breakdown of cost(s)		X	X				X
Proof of payment	<p>Receipt or cancelled check; copy of cancelled check, accompanied by the bank statement to show it was cashed.</p> <p>If you are providing a credit card statement as proof of payment, it must include an identifier to verify that it is your credit card statement.</p>	X	X	X	X	X	X
Documentation of Travel Costs	<p>Credit card statement reflecting a purchase for an airline/train ticket and a copy of the confirmation or itinerary (note that the preference is to have the itinerary with an itemized receipt reflecting what was purchased and a breakdown of the fees).</p> <p>If driving, then a MapQuest printout of the driving route reflecting mileage, along with odometer readings (beginning and end of trip).</p>			X			
Documentation of Lodging Costs	An itemized hotel bill reflecting full payment is required. If the document provided indicates a remaining balance, you must also submit additional proof of payment.				X		
Itemized receipt of what was purchased						X	
<p>Note: Cap on travel and lodging of 50% up to \$500 total travel reimbursement for fiscal year</p>							