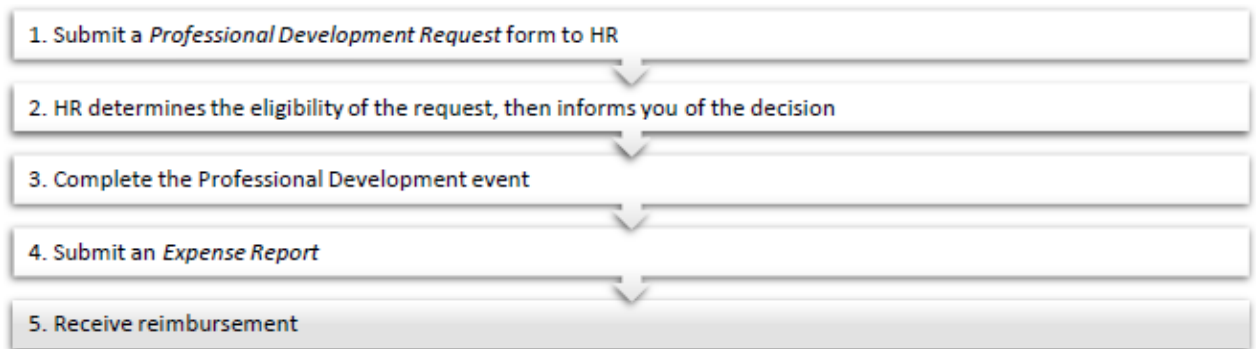


## HR.02.03.REF Professional Development

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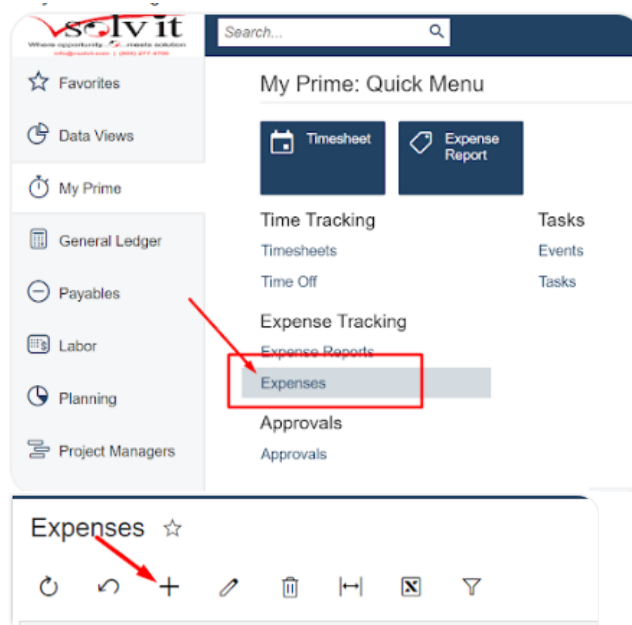
### *Reimbursement Guide*

#### GENERAL PROCESS

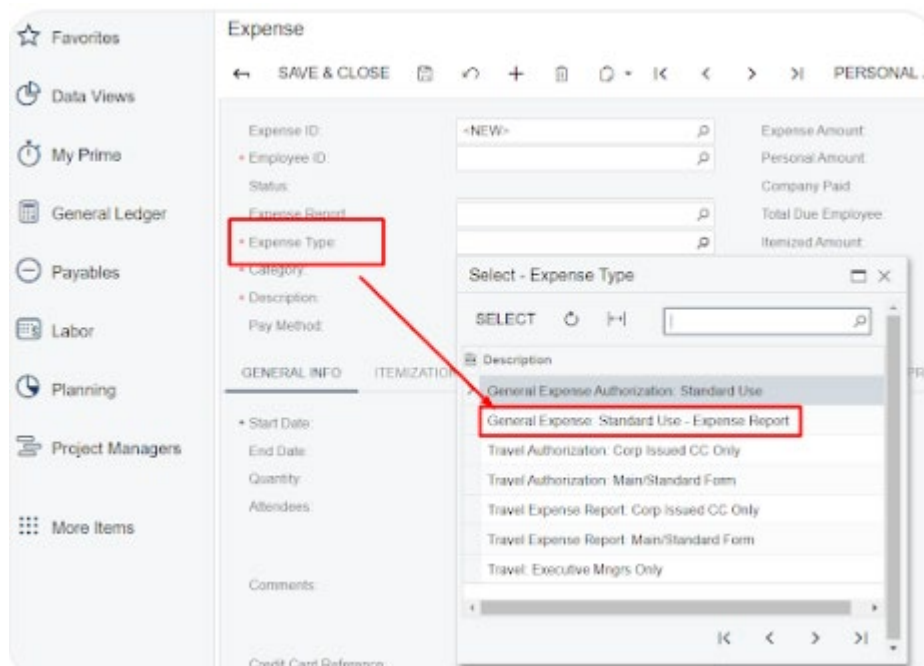


#### PROCEDURE

1. Complete and submit the Professional Development Request form, ensure your supervisor has approved your request and signed your form, then send it to [HR@vsolvit.com](mailto:HR@vsolvit.com). The form is found on Google Drive: Main → Human Resources → Shared All → Handbook and Policies → Professional Development.
2. You will be informed of your eligibility and the next steps in email by the Human Resources department.
3. Complete the Professional Development event/training
  - a. Save your receipts
  - b. Obtain certification or proof of completion in accordance with the Professional Development policy
  - c. Obtain your transcript or proof of passing grade, if applicable
4. Submit an Expense Report via JAMIS:
  - 4.1 Under **Time and Expenses** - Select the: **Expenses** → (click plus sign) **Add New Record**



#### 4.2 Select **General Expense: Standard Use - Expense Report**



#### 4.3 For Category select **Emp Paid: Tuition/Prof Develop** (Must select Expense Type BEFORE this section)

Expense Report:

- Expense Type:
- **Category:**
- Description:
- Pay Method:

GENERAL INFO    ITEMIZATION

• Start Date:

End Date:

Quantity:

Attendees:

Comments:

Credit Card Reference:

General Expense: Standard Use - Exp

Total Due Employee:

Itemized Amount:

Difference:

Select - Category

SELECT    emp paid

Description

- > Emp Paid: Postage&Shipping
- Emp Paid: Registration Fees
- Emp Paid: Training & Certs.
- Emp Paid: Tuition/Prof Develop**
- Emp Paid: UA Marketing-Ad&Prom
- Emp Paid: UA Marketing-Events
- Emp Paid: UA Meals & Ent

#### 4.4 Enter Expense Amount

Expense ID: <NEW>

Employee ID: 501504

Status: Open

Expense Report:

Expense Type: General Expense: Standard Use - Exp

Category: Emp Paid: Tuition/Prof Develop

Description: Emp Paid: Tuition/Prof Develop

Pay Method:

Expense Amount: 0.00

Personal Amount: 0.00

Company Paid: 0.00

Total Due Employee: 0.00

Itemized Amount: 0.00

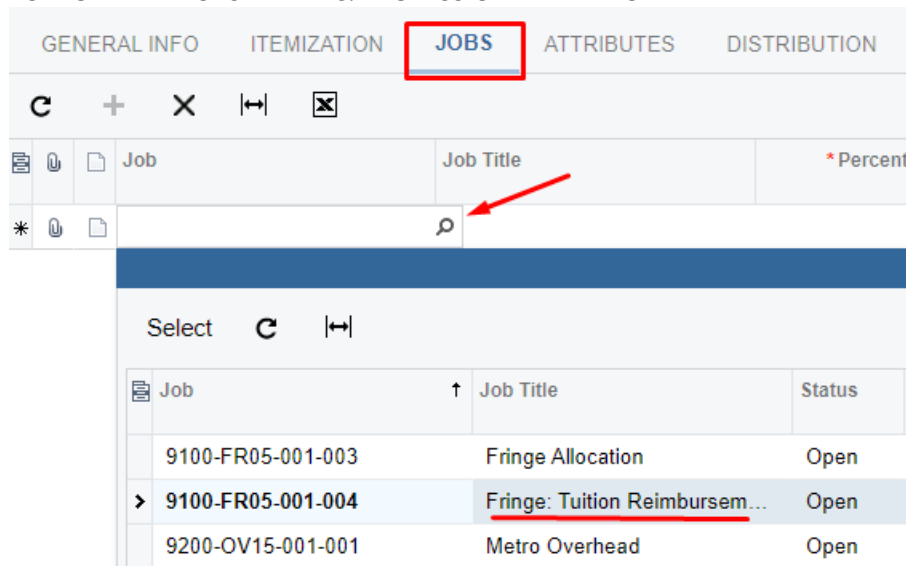
Difference: 0.00

Total Unallowable: 0.00

4.5 Click **Jobs**, then the search icon to add the appropriate charge code



- For Professional Development reimbursements that **are NOT contract required** - *FRINGE: TUITION REIMBURSEMENT & PROFESSIONAL DEVELOPMENT*



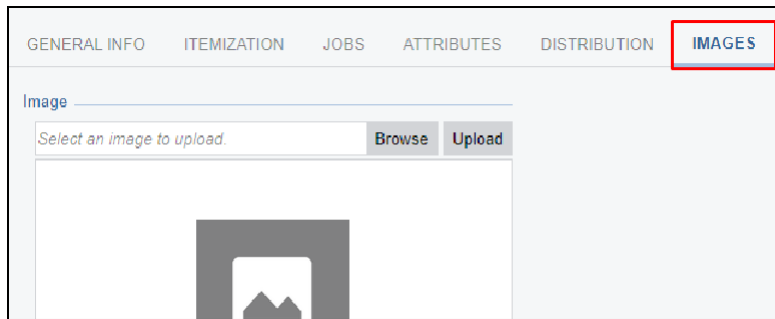
Job	Job Title	Status
9100-FR05-001-003	Fringe Allocation	Open
9100-FR05-001-004	Fringe: Tuition Reimburs...	Open
9200-OV15-001-001	Metro Overhead	Open

- For Contract Required Professional Development - your assigned OH code (*charge code will be made available for you. See EXAMPLE below*)

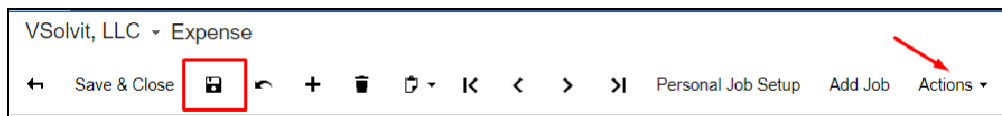
Indirect Job ID	Indirect Job Title
9200-OV15-001-003	Metro Overhead: Professional Development

4.6 Click **Images** – you must upload the following applicable item(s):

- The approved Professional Development Request Form
- Receipts
- Certificate of completion
- A copy of your transcript or proof of passing grade



**4.7** Click the **Save** icon, then **Action**, and **Submit** when you are finished entering the report.



5. Once finalized, provided there are no reasons for rejection or further review, the expense will be reimbursed on the following available pay date.