

INSTRUMENT

Professional Development

The use of professional development funds is intended to provide support for skill building, inspiration, and the expansion of knowledge across Instrument's disciplines and teams. Here is what you need to know about the process:

- You need to be a full-time employee with over 90 days of employment with us before using your funds.
- Junior/Mid level employees have access to up to \$1500 each calendar year.
- Senior/Executive/Director level employees have access to up to \$2000 each calendar year.
- The use of these funds should be tied directly to the progression and development of skills related to your current role, and the value the education/new skills will bring to Instrument. These might be goals set with your manager via your performance review or in other methods of feedback.
- Advance planning is required for the approval of funds. Whenever possible, a minimum of 90 days advance planning is preferred.
- The use of funds for travel should be limited to no more than 5 days (2 travel days and 3 event days, or less) requested in Zenefits as "Professional Development".
- Any personal travel connected to the beginning or end of the professional development trip will be considered PTO and the costs incurred will be covered by you.
- Daily per diem (\$85) and all other travel rules apply.

Employee Name: Meaza Abate

Conference or event: Learn Squared Motion Design Course

Dates: 12/19 -

What interests you about this event?

I don't know much about motion design and am very curious to learn more about the field.

I am also interested in the math and physics that can be applied in creating motion pieces.

How will it support your professional development at Instrument?

I think it will give me a better understanding of the entire workflow at Instrument and will allow me, as a dev, to better know what I can and should expect from motion designers I work with.

Amount to be used for this event : \$ 249.00

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I am requesting that Instrument cover my initial travel and/or event costs. I will be responsible for any per diem expenses I incur during the event and will follow the below instructions for reimbursement of these expenses.

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I will cover all costs associated with my Professional Development event, travel and per diem. I will follow the below instructions for reimbursement of these expenses.

All expenses are to be submitted via Expensify by attaching an approved copy (.pdf) of this form to all expense reports that include professional development expenses. The expenses must not exceed approved amount without prior approval.

HD Manager Approval : _____ Date: _____

Executive Director Approval: _____ Date: _____

Team Discipline Lead Approval: _____ Date: _____