INTERIM PROCESS
FOR
PROFESSIONAL CREDENTIAL EXPENSE REIMBURSEMENT

• Outlines the process for submitting and obtaining approval for reimbursement of professional credential expense.

• Reimbursement may be available when the professional credentials are directly related to an employee’s position and covered under the scope of authority recognized by the EMCBC as summarized below:
  • The credential is required by law, regulation, or order to accomplish employee’s job, i.e. State of Ohio license for attorneys.
  • At the CBC Manager’s discretion/approval, the credentials are needed by employee in support of a departmental initiative, i.e. PMP/PMCDP certification under Department’s intent to certify project managers.
  • When an employee qualifies as in higher degree of certifications, international association status and is in the best interest of the Department, EMCBC mission and/or stakeholders.

• Employee completes the attached Credential Reimbursement Request Form, and obtains Immediate or First Level Supervisor’s signature and approval/ disapproval of request. As applicable, also obtains the Site Manager’s signature and approval/disapproval of request.

• Also attach to form proof of obtained credential, registration information and applicable receipts.

• Submits form to EMCBC – Training for compliance/vendor verification and approval or disapproval. Training will obtain EMCBC Director’s signature approval or disapproval (or the Director’s Designee). An approved copy will be sent to Employee and Finance. A disapproved request will be returned to Employee.

• Approved Reimbursement request is processed by EMCBC Budget. Reimbursement is in the form of an electronic deposit to requestor’s bank.

• Time frame to process Reimbursement requests may be two (2) to three (3) weeks starting from the date received, EMCBC Director or the designate approves; EMCBC Budget receives, and funding availability for payment. Reimbursement is input into STARS payment system and electronic check is created and sent to employee’s bank.

• Note: the Employee is responsible for any taxes associated with this type of benefit reimbursement and is viewed by the IRS as a non-cash fringe benefits.

If you have any questions or require assistance, please contact EMCBC Training – Carolyn Roehrig, Carolyn.Roehrig@emcbc.doe.gov or Fax 513-246-0525 or Phone 513-246-0511.

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