

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

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