

PROFESSIONAL DEVELOPMENT POLICY – STAFF

Purpose

The purpose of the Professional Development Policy is to establish the parameters for reimbursing staff for approved eligible professional development expenses. Andrews University shall support the staff in their professional development in the areas of service, while complying with IRS regulations and managing its fiscal resources effectively and ethically. Professional development expenses shall relate solely to activities that enhance staff performance in their current role at the university.

Eligibility

- Determined by supervisor subject to budget availability
- Full-time employee

Eligible Expenses

Expenses incurred by staff for professional development purposes may be eligible for reimbursement. Eligible expenses shall be reimbursed if original receipts are presented, approved by the supervisor, and meet the following requirements:

1. Travel and associated expenses related to meetings, conferences, or other similar professional activities.
2. Registration fees and other expenses for meetings of learned societies, other professional organizations, workshops, seminars, and similar activities.
3. Membership fees for discipline-specific or professionally appropriate organizations. These memberships fees include:
 - a. Licensure/professional memberships related to employee's current role.
 - b. Subscriptions for scholarly journals related to your discipline or appropriate for your work (books are not included).

Examples of non-reimbursable Items (Non-inclusive)

- Credits for prior experience or a portfolio review
- Pre-employment expenses
- Academic courses at Andrews University. Employee should use the university's free class benefit.
- Courses to complete a degree
- Books, equipment such as computer hardware and software, lab equipment, apparel, iPads, computer/phone accessories, gift cards

Procedure to Claim Reimbursement

1. Properly documented and eligible expenses shall be submitted on an expense report or on a corporate credit card with the supervisor's approval as an eligible expense under this policy.
2. Proper documentation must include:
 - a. Original receipts
 - b. Clear explanation on how this expense is related to professional development as defined above.
3. All professional development expenses including travel and per diem should be charged to 9350.
4. Financial Records is authorized to ask for additional information when expenses need clarification.
5. Reimbursements are subject to budget availability.

January 20, 2021