



Michigan Public Employees, SEIU Local 517M Scientific and Engineering Bargaining Unit Professional Development Fund Application Form

This form must be completely filled out in order to be eligible for reimbursement.

Name:		Work Phone:	
Home Address:			
City:	State:	Zip Code:	
Employee Identification Number:		Work Location:	
E-mail Address:		Department:	
Type of Reimbursement Requested (Circle One): Conference or Tuition		Date Hired Into Bargaining Unit:	
If Attending a Conference, How Will You Get There? (Circle One): Private Car State Car Airplane Other:_____			
Conference or Course Description:			
Dates of Conference or Term of Course:			
Dollar Amount Requested from Union (Maximum \$950):			
Dollar Amount Being Supplied from Department:			
<i>By signing this form I hereby agree to all of the terms and conditions of the Collective Bargaining Agreement contained in Article 15-B. Tuition Reimbursement is available only to employees who agree to continue employment with the State of Michigan for a minimum of one year. I understand that this does not represent a guarantee of employment on behalf of the Union or the Employer. I certify that all information furnished in this application is correct.</i>			
Signature:		Date:	

Please review the criteria on the next page for eligible expenses.

Procedure to Request Reimbursement

1. Complete this form and sign and date.
2. Obtain documentation from your department stating what dollar amount is being supplied/ if any; and that you will be provided with regular work time or administrative leave to attend.
3. If your conference, etc does not take place during regular work time, obtain documentation from the department that your attendance at the conference, etc. is related to your career with the state of Michigan.
4. Attach a copy of the information about the conference, etc.
5. Submit this information at least 10 working days prior to the start of the course to:

Cindy Mason, PDF Coordinator, SEIU Local 517M,
1026 E. Michigan Ave., Lansing, MI 48912.

(NOTE: Tuition reimbursement from an accredited university, virtual university, college, or community college shall not exceed 100% of allowable costs associated with the course when combined with the department's tuition reimbursement under Article 15-A of the Collective Bargaining Agreement).

Upon completion of the conference or class submit the following information within 45 work days of completion of the conference or course:

1. Original receipts for all expenses except meals.
2. A description on how the conference or course has helped your professional development.
3. A detailed accounting of your expenses.

Failure to adhere to the 45 day time frame will be cause for the cancellation of previously approved funding.



Michigan Public Employees, SEIU Local 517M
Scientific and Engineering Professional Development Fund
Criteria for Reimbursement Requests Revised: August 25, 2008

- 1). The Professional Development Fund will provide full reimbursement of approved expenditures for any acceptable training, conference, seminar, college course, or certification request not offered by the State of Michigan up to a maximum of \$950.00 per Fiscal Year. The year will be split into six month increments (October - March/ April - September) with \$62,500 being available in each half. Reimbursements shall be limited to attendance in the United States of America and/or Canada. Other countries will be considered on a case by case basis.
- 2). Particular emphasis is placed on the reason for the Department's denial of the funding request as well as the willingness of the Department to provide administrative leave or regular work time for attendance. Requests for funding, where administrative leave or regular work time is denied, shall be considered on a case-by-case basis.
- 3). If attendance is not during work time, a statement from the Department is required stating that the conference, etc. is related to the member's career with the State of Michigan.
- 4). Training that is required by the Department will not be considered for reimbursement.
- 5). Conferences/seminars/courses pertaining to basic computer technology and/or non-accredited correspondence courses will not be considered for reimbursement.
- 6). Tuition reimbursement (when a course is taken for credit and a grade from an accredited university, virtual university, college, or community college) is available only to members who agree to continue employment with the State of Michigan for a year after completion of the course.
- 7). Tuition reimbursement shall be limited to those costs associated with tuition and lab fees. The costs of books, materials, transportation, lodging, meals, and miscellaneous expenses are not reimbursable.
- 8). Conference and seminar reimbursement may include registration fees, lodging, meals, and transportation fees.
 - a). Lodging reimbursement shall be limited to single-occupancy room rates.
 - b). Transportation reimbursement may include acceptable transportation costs between the transportation hub and the conference site, but shall not include any car rental fees unless it can be documented that use of a rental car is less expensive than other forms of transportation.
 - c). Mileage reimbursement shall be at the "Premium Mileage" rate in the Standardized Travel Regulations.
 - d). Reimbursement will be based upon the most reasonable, economical method of travel.
- 9). Reimbursements shall be limited to pre-approved attendance (as opposed to retroactive) requests and are approved on a first come first serve basis.
- 10). A brief letter concerning the quality of the seminar or conference, and how your professional career was advanced by your attendance, shall be submitted along with your original receipts for reimbursement.
- 11). In order to qualify for reimbursement through the Professional Development Fund, the applicant must be a bargaining unit member at the time of completion of the seminar or conference.
- 12). All eligible receipts shall be submitted to the SEIU Office within 45 working days of the completion of the conference, etc. Failure to comply will cause forfeiture of the applicant's previously approved Professional Development funds.
- 13). The PDF Coordinator shall have a minimum of 10 working days, from the date the application is received in the SEIU Office, to respond to all PDF reimbursement requests.
- 14). The SEIU/PDF Committee reserves the right to revise these criteria when deemed necessary.

**Contact Cindy Mason, PDF Coordinator at
(517) 482-1737 • 1-866-517-SEIU • FAX: (517) 482-7870 • E-mail at cmason@seiu517m.org**