

October 5 2009



**ORIGINAL
MEA Approval
Letter**

We have received your application for FY 09-10 reimbursement of training/professional expenses related to:

**Compass Point's Nonprofit Day
Date: August 27, 2009**

Under the terms of our current Collective Bargaining Agreement, you will be reimbursed for amounts you have paid for job-related education, training, and or materials up to \$2000 per fiscal year. You may seek reimbursement for 50% of your expenses for travel and lodging (excluding meals) up to \$1,000 of your \$2,000. **You must provide verification of payment when you submit your reimbursement claim to DHR.** Enclosed with this notice of approval is a DHR/MEA Reimbursement Form that you should complete and forward to:

Donna Kotake
Workforce Development Department of Human Resources
1 South Van Ness Avenue
San Francisco, CA 94103

Complete the claim form – note the checklist at the bottom of the form – and submit the required paperwork as directed including **this letter**. **Failure to submit original documents will delay your reimbursement.** Once DHR has reviewed the application, they will arrange for a check to be issued to you from the Controller's Office and sent to the address you indicate on the form. Processing may take up to six weeks. You can expedite the process by including a self addressed envelope.

At MEA we hope this conference or affiliation proves beneficial to your professional development.

On behalf of MEA,

Rebecca Rhine
Executive Director

Raquel Silva
Administrator

Name: S. Allen
Amount: **Approximately: \$225.00**
Sub-Object: 02201 **Project: PRD006**
Union: Municipal Executives' Association (MEA)