

Instructions: Completing the MEA Management Training Fund Reimbursement Request Form

Section IV.A. Management Training, of the Municipal Executives' Association Memorandum of Understanding ("MOU") provides that \$200,000 shall be allotted to each year for the purpose of management training of MEA-represented employees. This amount may be supplemented with unspent funds allocated for internal adjustments in accordance with Section III.G. Until such funds are exhausted, an employee may utilize up to a maximum of \$2,000 per fiscal year for tuition, internal or external training programs, professional conferences and professional association membership. Employees may also use funds to purchase Personal Digital Assistants, professional software, books and subscriptions, and laptop computers, to the extent that these items would be used in the performance of their City duties. In addition, subject to approval by the Department of Human Resources and to the extent funds are available, employees may utilize up to \$1,000 of the funds available to them for that fiscal year under this article to pay for up to one-half of the cost of reasonable and necessary travel and lodging for approved training. Travel reimbursement rates shall be as specified in the Controller's travel policy memo.

Employees seeking reimbursement pursuant to the MEA Management Training Fund must comply with the following instructions in completing and submitting the MEA Management Training Fund Reimbursement Request Form (MEA Reimbursement Form). Please be sure to review the checklist of required documents under Section 1 of the reimbursement form to avoid unnecessary processing delays.

1) Complete Section 1 with the employee information, training expenses, and contact information.

Check the applicable box (es) and describe the event/item(s) for which you are seeking reimbursement, along with the specific final reimbursement amount requested. Note that travel reimbursement rates shall be pursuant to the Controller's travel policy memo. See item #3 below further explanation.

2) Submit the MEA Reimbursement Form and all required relevant documents to your Department Personnel Officer or authorized designee.

Once you have submitted your MEA Reimbursement Form and all required documents (see item #4 below for submission requirements) to your Department Personnel Officer or authorized designee, he or she will complete Section 3 of the reimbursement form to verify all documents are included, and submit a copy of the completed packet electronically to DHR for processing (DHR-Tuition-Reimbursement@sfgov.org). The department retains the original hardcopies of your request. You must provide a mailing address on the reimbursement request form. Failure to write in your address or write legibly will delay receipt of payment. Be sure to review the checklist of required documents, item #4 below.

3) Reimbursement of Travel Costs

The Controller's travel policy will be followed when determining allowable reimbursement amounts. Employees should incur only those expenses that a reasonable and prudent person would incur if traveling on official business.

Transportation: Employees are expected to travel by the most efficient, direct and economical mode of transportation. If an alternative mode of transportation is selected, a valid justification must be provided. Otherwise, the allowable reimbursement shall be the lower of the actual cost of alternative modes of transportation or the lowest economy class fare available for regularly scheduled airlines for the date and time selected.

- Car rental - rental insurance will not be reimbursed.
- Transportation to/from airport – in most cases, the most economical mode of transportation will be the airport shuttle. Airport parking is not allowable.
- Mileage – the Controller’s Office has adopted the IRS standard mileage rate (www.irs.gov). As of January 1, 2009, the reimbursement rate is \$0.55 per mile.

Lodging: Lodging during training/meetings within the 9 Bay area counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) will not be reimbursed. Exemptions may be allowed under exceptional circumstances. Food is not allowable.

4) **MEA Training Fund Requirements and Submission Checklist**

Please make sure that you include all of the required documentation with your submission to ensure that your request for reimbursement is processed appropriately and without unnecessary delays. Incomplete submissions and submissions lacking all of the required information will be rejected and returned to your department.

Again, for all submissions, you must include: 1) a completed MEA Reimbursement Form with the MEA Administrator signature and reimbursement amount; and 2) the Original MEA Approval Letter for the expense you are seeking reimbursement. Additionally, you must include the following documentation:

- If you are seeking reimbursement for a qualifying Conference/Course/Seminar/Workshop–
 - A copy of the invoice/registration form reflecting a breakdown of cost(s); and
 - Proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed; a copy of a credit card bill must show the account holder’s name).
- If you are seeking reimbursement for half of your travel and/or lodging costs to attend a qualifying Conference or Course/Seminar/Workshop (up to \$1,000 total in a fiscal year), you must submit the required documentation for the qualifying Conference or Course/Seminar/Workshop as indicated above and all itemized receipts.
 - Travel Costs – e.g., an airline confirmation of purchase with itinerary showing passenger name and destination/dates of travel; if driving, then a MapQuest printout of the driving route reflecting mileage; etc.
 - Lodging Costs – an itemized hotel bill reflecting full payment is required. If the document provided indicates a remaining balance, you must also submit additional proof of payment. Food and Internet charges on the hotel bill are not allowable.

- Be aware that the approval amount is an approximation. For travel, as long as receipts are submitted for allowable expenses, the reimbursement amount will be adjusted above or below the approval amount. The DHR Accounting Division will communicate the revised amount to MEA for tracking purposes.
- If you are seeking reimbursement for Reference Books/CDs:
 - Copy of proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed); and
 - A print out of what was purchased.
- If you are seeking reimbursement for a License/Membership:
 - Copy of proof of payment (for a copy of a check to be accepted as proof of payment, it must be a cancelled check or accompanied by the bank statement to show it was cashed); and;
 - Copy of the invoice.

Questions?

Refer to the MEA MOU for additional specifics and limitations. In the event that you have any general questions or comments regarding the MEA Management Training Fund, you should contact the MEA Administrator at (415) 989-7244. Completed reimbursement packets are to be submitted to your Department Personnel Officer or department Human Resources representative. If you are seeking to inquire as to the status of your reimbursement(s), contact your Department Personnel Officer or designee directly.