

Professional Development Fund Form

Below are instructions on how to effectively employ the Professional Development Fund (PDF). PDF is a contractual benefit under Section 12.1 Professional Development Fund of the MOU. According to RNPA's agreement with the County, a negotiated sum of monies is allocated to this fund every fiscal year beginning July 1 and closing June 30.

This fund can be utilized for education, costs related to traveling (mode of travel, lodging, food, etc.), certification and licensure (BRN License) reimbursement.

Individual applications are funded on a matching basis: 50% by the nurse and 50% by the County, and up to a maximum County contribution of \$300.00 per nurse, per fiscal year. Requests for PDF must relate to the nurse's job or one to which the nurse could reasonably aspire within the County service.

There are two forms recognized in accessing Professional Development Fund reimbursement; this form which is entitled Professional Development Fund Form and can be used for reimbursement costs listed above and is available through RNPA. The second form is the Licensure Form, and is available through your Manager. *All instructions for Licensure are outlined on that specific application. Please note, Tuition Reimbursement is a separate fund and applications are available through your Manager.*

Below are instructions on how to apply for Professional Development Fund reimbursement for all costs except Licensure .

1. Obtain a form from RNPA. Complete the application thoroughly. Incomplete or incorrect applications will not be processed and will be returned to the applicant.
2. All applications are processed on a "first come, first served basis." **The RNPA office must receive applications at least ten (10) working days prior to the commencement of the class.**
3. Please attach a copy of the **flier/pamphlet** that includes the following class information:
a) description, b) date(s), c) location, d) cost of registration and required material(s).
4. Keep copies of all documentation submitted for PDF.
5. Submit the **original signed application** in person or by U.S. Mail to the RNPA office.

RNPA will send you an approval letter along with a Receipt Itemization Form. To ensure reimbursement, the Receipt Itemization Form must be completed and receipts representing the cost must be submitted to RNPA within two months after completion of the class or conference.

Usual proof of payment includes:

- 1) Copy of front and back of canceled check.
- 2) Copy of charge slip with imprinted name of vendor, date, and cost.
- 3) Copy of cash receipt with name of vendor, date, amount, and item.
- 4) Copy of bill showing a "zero balance due."
- 5) Copy of itinerary showing a "zero balance due."
- 6) Copy of airline ticket.

Receipt must be legible, accurate, and complete.

Allowable Expenses

Allowable expenses shall include, but not be limited to:

Class(es), conferences, and seminars; tuition not covered by the Tuition Reimbursement Program; required books and materials; expenses for travel out of Santa Clara County including transportation, meals, lodging, car rental, etc.

Registration

The amount shown on the flier, pamphlet, class schedule, etc.

Hotel/Lodging

Hotel/lodging expenses for conferences, seminars, etc. Reimbursement will be provided for lodging for nights before when travel time exceeds two hours from the work site.

Example:	San Francisco two days class	San Francisco one day class = No hotel/lodging =Hotel/lodging reimbursable for the night in between class days. Class is Monday, Tuesday, lodging will be paid for Monday night.
Example:	San Diego three days class	San Diego one day class = Hotel/Lodging paid for night before the class. =Hotel/Lodging paid night before and two days of class total three reimbursable days. Class is Monday, Tuesday, and Wednesday. Claim Sunday, Monday, and Tuesday lodging are reimbursable.
Example:	Sacramento one day class or more	=Hotel/Lodging reimbursable for the night before and in between class days. Class Monday, Tuesday, lodging would be paid for Sunday, Monday nights.

Your hotel bill is required as proof of cost. The date(s) of your stay must be listed. The single occupancy rate will be paid. Double occupancy rate will be divided in half if room is shared with another person. Telephone calls, movies, or other extraneous costs are not reimbursable. Proof of payment must also be included. Therefore, make sure your bill shows a "zero" balance due or submit a credit card statement or charge slip showing the date(s) and hotel name. If you are sharing a room, you may ask for two separate bills.

Meals

If your class or airlines flight includes a full meal, do not include it in your food cost. (A continental breakfast is not a full meal). You may claim either the Per Diem or Extended Rate.

Meals are paid at this Per Diem rate when receipts are not provided:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$15.00

Meals can be paid at the extended rate when the employee remits receipts.

Breakfast	\$14.00
Lunch	\$16.00
Dinner	\$30.00

The formula for processing meal reimbursements is as follows:

<u>Employee submits three receipts:</u>		<u>County Pays:</u>
Breakfast	\$10.50	\$10.50
Lunch	\$17.50	\$16.00
Dinner	\$19.50	\$19.50

<u>Employee submits two receipts:</u>		<u>County Pays:</u>
Breakfast	no receipt	\$7.00
Lunch	\$22.00	\$16.00
Dinner	\$32.00	\$30.00

Please note alcoholic beverages and tips are not reimbursable.

Travel

The least expensive mode of transportation will be paid. Mileage for your own vehicle is paid at the current rate reimbursed by the County. Car rental is reimbursable, but mileage is not paid.

The following is required for airfare reimbursement: a) proof of cost, b) proof of payment, c) dates of travel, d) destination. You may submit a copy of your ticket, an itinerary that shows all of the above information, an itinerary and charge card receipt; an itinerary and charge card statement; both sides of canceled check.

RNPA reviews the receipts and, in turn, forwards them to the Santa Clara County's Employee Service Agency (ESA). ESA will review the receipts and upon approval, request the County Controller to issue a check. This process generally takes a month. ESA then sends your check to RNPA and RNPA will mail the check to your home.

If you have any questions regarding how to apply for PDF or the status of your application, please contact the RNPA office.

RNPA Representative Use Only

PDF Representative _____ Approved _____ Denied _____
 Application Submitted _____
 Comments: _____

Approval Letter Sent: _____
 Receipts Sent: _____
 Check Arrival Date/Amount _____
 Comments: _____

County Representative Use Only

County Representative _____ Approved _____ Denied _____
 Date _____
 Comments: _____

Committee Use Only

Actual Costs:

- 1. Registration Fee _____
- 2. Book(s) _____
- 3. Meals _____
- 4. Travel (Specify) _____
- 5. Lodging (Single Rate) _____
- 6. Other (Specify) _____
- 7. Total _____

Notes: