

# REQUEST FOR EMPLOYEE DEVELOPMENT FUNDS

*This form should be completed for EDF requests for eligible professional development expenses, and classes not taken at Valencia College.*

### Employee Information

Employee Name:

Department:

Start Date of Full-Time Employment:

Employee VID:

Position:

### EDF Budget information

Index: 121800 Account #598030

### 2. Academic Information (Use this section for external college or university courses)

Course name:

Course number: Credit Hours:

Title of degree/certificate program:

College/University:

Course dates: Start: End:

Is this course part of a degree program? Yes No (If yes, check the degree type that applies)

Doctorate Masters Bachelors Associates

Total cost of tuition:

**How will tuition be paid for? (Check one option)** Employee Development Funds Requested:

**A:** Valencia pays institution directly If you selected "Valencia pays institution directly," submit a check request form along with this application. Payee will be your institution. Include a printout of your tuition invoice and class schedule.

**B:** Valencia reimburses employee for out-of-pocket tuition cost. If you selected "Valencia reimburses employee for out-of-pocket cost," please submit a check request form with this application. Payee will be yourself. Include your paid receipt and class schedule.

### 3. Eligible Professional Development Expense Information

Title: **Dates (if applicable)**

Organization/Vendor (if applicable): Cost: Start:

Location (if applicable): End:

**How will the registration be paid for:**

P-Card  Check Request  Traveler to Pay (Employee will be reimbursed on Per Diem after the conference.)

**Purpose (Why are you interested in this opportunity for development?)**

**Benefit to the College (How will this course or conference aid you in your job or future professional position?)**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPERVISOR APPROVAL:**

I, \_\_\_\_\_ (print name) acknowledge that this development opportunity is approved and that the development opportunity is beneficial to the employee's professional development.

I also acknowledge that should there be insufficient funds available in the employee's EDF balance, my department budget may be billed for the balance due.

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This form must be completed and submitted within the fiscal year in which the development opportunity begins.

To expedite processing and avoid delays email your completed form along with supporting documents to: [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu).

For assistance or to check your employee development balance email: [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu).

Employees may be required to submit documentation of successful completion of the development experience or class.

Employees should maintain records/institution transcripts, of course, completion for a minimum of two years from the start date of the course.

If you would like to keep a record of this development opportunity, you may add it to your Valencia EDGE transcript. Log into the EDGE and click on the "My Learning" channel. Click "Your Transcript." Then click "Options" and select "Add External Training." Complete the information about your development experience and click submit. Once your course or conference is complete, you can go back and click the "Mark Complete" button on your transcript.

**ELIGIBILITY VERIFICATION – ODHR USE ONLY**

Funds available                      Funds not available

**If employee or development opportunity not eligible, select reason:**

Ineligible expense                      Unaccredited institution                      Insufficient EDF Funds                      Other

**Comment:**

**ODHR Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## QUICK REFERENCE INFORMATION FOR EMPLOYEE DEVELOPMENT FUNDS

- Employee Development Funds are available to Valencia College employees who have been employed with the college full-time, continuously (with no break in service) for at least six months.
- Employee Development Funds may only be used on conference/seminar/workshop/webinar registration or tuition reimbursement at a U.S. regionally accredited institution.
- Complete this digital form completely and correctly. Please be legible to prevent delays in processing.
- This form is for external employee development opportunities only. If attending Valencia College classes, please use the Request for Valencia College Course Tuition form.
- To avoid delays, email this completed form before the conclusion of your development experience directly to: [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu)
- Please note that Employee Development Funds are applied to the fiscal year in which the development opportunity begins.
- For reimbursement requests, submit your check request form at least 10 business days prior to your “request by date” to allow Accounts Payable time to complete the payment process.
- To verify existing funds or to determine eligibility for development opportunities, email: [employeedevelopment@valenciacollege.edu](mailto:employeedevelopment@valenciacollege.edu).

## INSTRUCTIONS

### STEP 1: COMPLETE EMPLOYEE INFORMATION

Employee’s Name, VID, Department, Position, and Start Date of full-time employment.

### STEPS 2+3: COMPLETE ACADEMIC OR ELIGIBLE PROFESSIONAL DEVELOPMENT EXPENSE INFORMATION

#### Complete all Information

- P-card: Check this option if you are using a P-Card for the registration. Proof of payment must be included with your paperwork.
- Check Request: Check this option if you are requesting a physical check to pay for the registration fees. The check will be issued to the vendor. A completed Check Request form (which can be found in Atlas under Valencia Forms) must be attached, listing the vendor’s name and vendor VID#. If you pay for the registration fee in advance using personal funds, a check request can be submitted with a payment receipt to be reimbursed for registration expenses.
- Traveler to Pay: Check this option if you are using personal funds to cover the cost of registration. You must submit a Per Diem (which can be found in Atlas under Valencia Forms) after the conference to be reimbursed. You must provide a receipt.
- Submit agenda and complete Authorization to Travel form for all conferences.

**STEPS 4+5: COMPLETE PURPOSE AND BENEFIT TO COLLEGE**

Purpose - Why are you taking this course or attending this conference?

Benefit to College - How will this course or conference aid you in your job or future professional position?

**STEP 6: EMPLOYEE SIGNATURE AND DATE FORM**

**STEP 7: DIRECT SUPERVISOR PRINTED NAME, SIGN AND DATE FORM**

**STEP 8: SEND THE COMPLETED FORM AND ALL SUPPORTING DOCUMENTS TO EMPLOYEE DEVELOPMENT.**

**ADDITIONAL RESOURCES:**

[Accounts Payable Web Page](#)

[Accountspayable@valenciacollege.edu](mailto:Accountspayable@valenciacollege.edu)

[Employee, Dependent and Program Development Funds Policy](#)

[Employee, Dependent and Program Development Funds FAQs](#)