



## ***Sacramento Transportation Authority***

801 12th Street, 5th Floor  
Sacramento, CA 95814

(916) 323-0080 Phone  
(916) 323-0850 Fax

Email: [info@sacta.org](mailto:info@sacta.org)  
Web: [SacTA.org](http://SacTA.org)

### **Education Professional Development Reimbursement Policy**

Approval of these reimbursements is contingent on the approval of the Executive Director; therefore, the following policy has been created to approve them. The Sacramento Transportation Authority will reimburse an employee up to a maximum of \$1,750 per year, on a first-come basis up to the amount included in the annual budget for this type of reimbursement, for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related. As part of the Annual Budget Process STA budgets for the cost of routine professional conferences and it budgets for this specific reimbursement policy separately.

An employee must secure a passing grade or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

#### **Eligibility**

Full-time, regular employees who have completed six months of employment are eligible under this policy.

#### **Procedures**

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A tuition reimbursement request form shall appropriate signatures obtained.
- A copy of the tuition reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.



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Any questions or comments related to this policy should be directed to the HR department.

## Education Professional Development Reimbursement Form

Employee Information:

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Course Details:

Course Name: \_\_\_\_\_ Course Provider: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Total Course Cost: \_\_\_\_\_

Reimbursement Request:

Amount Requested: \_\_\_\_\_

Educational Benefits: Please indicate how the course is relevant to your current position or future career growth within the organization:

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

Executive Director Approval: I have reviewed the employee's reimbursement request and confirm that the course is relevant to their current position or future career growth within the organization. I recommend approving the reimbursement as per our policy.

Name: \_\_\_\_\_

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

Finance Department:

Reimbursement Amount Approved: \_\_\_\_\_

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

Finance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed form, along with any supporting documents (e.g., course receipts, proof of completion, certificate, grade) to the Human Resources department for processing.