Professional Expense Reimbursement Benefit

Make the most of your negotiated benefit.

Your negotiated benefits provide money for professional expenses and faculty development. The ECCFA Negotiations team secured these resources to support professional growth and the work of teaching.

There are two separate sources of money for professional and faculty development expenses: the **Professional Expense Reimbursement Benefit** and the **Faculty Development Benefit**.

This handout focuses on the Professional Expense Reimbursement Benefit.

What can the benefit pay for?

Use the Professional Expense Reimbursement Benefit for books, supplies, professional organization dues, hardware, software, and other materials directly applicable to your job.

It can also cover professional travel, conferences, and workshops, although the **Faculty Development Benefit** is usually the better choice for those expenses.

How much is available?

$850

FULL-TIME FACULTY | PER CALENDAR YEAR

Spend the money this year and submit your reimbursement request no later than 30 **calendar days into the next year.**

$250

UNIT ADJUNCT FACULTY (UAI & UAII)

Deposited each fall and spring semester in which you are actively teaching.

Use it or lose it. Unspent full-time Professional Expense Reimbursement Benefit money does not carry over. If you miss the reimbursement deadline, the money is forfeited.

One exception for unit adjunct faculty: If a single purchase exceeds the allotted amount, faculty may submit the portion of the purchase not covered by the fund one time during the semester immediately following the semester in which the expense was submitted.

Unit adjunct faculty: watch the dates

The semester allowance used for reimbursement depends on when the expense was incurred. Your receipts must reflect the applicable dates.

Expense date	Reimbursed from
December 1 – June 30	**Spring semester** allowance
July 1 – November 30	**Fall semester** allowance

Submit the form and receipts promptly, and no later than **30 calendar days after the year in which the expense was incurred.** Miss the deadline and the money is gone.

Make the most of your benefit.

A few important rules—and the steps to get reimbursed.

Can adjunct benefit money roll over?

Yes. If you do **not spend your fall semester allowance**, it rolls over to the spring semester. That means you could have as much as **$500 available through the Professional Expense Reimbursement Benefit** to spend during the spring semester.

There is one important condition: you must be actively teaching during the spring semester to use the rolled-over money. If you are inactive that semester, the money is forfeited.

Additionally, there is an exception for adjunct faculty: If a single purchase exceeds the allotted amount, faculty may submit the portion of the purchase not covered by the fund one time during the semester immediately following the semester in which the expense was submitted.

How do you submit for reimbursement?

Follow these three steps:

1.	Complete the **ECCFA Professional Expense Benefit Reimbursement Request Form** and attach your original receipts.
2.	Submit the form and receipts to your academic dean.
3.	**Keep records of everything.** Save copies of your form, receipts, and submission.

What if your claim is denied?

1. ALWAYS contact a member of the Grievance Committee.

2. Work with the Grievance Committee and provide requested information in a timely manner.

What if you have questions?

Contact an ECCFA Senator or an ECCFA Officer. If they do not have the answer, they can connect you with someone who can help.

Professional Expense Reimbursement Benefit form

ECCFA Professional Expense Benefit Reimbursement Request Form

References

- Full-Time Faculty: 6.6, Professional Expense Reimbursement and Faculty Development Benefits
- Unit Adjunct Faculty II: 8.5, Professional Expense Reimbursement and Faculty Development Benefits
- Unit Adjunct Faculty I: 10.11, Professional Expense Reimbursement and Faculty Development Benefits