

CDF Frequently Asked Questions

Q. When do I apply for reimbursement from the CDF?

A. An application and published material describing the program must be made to the CDF committee a minimum of three weeks prior to the program/activity.

Q. How do I get reimbursement from the CDF for programs/activities?

A. The CDF will reimburse the employee for approved activities after successful completion of the approved program. In some cases the employee's department will pay the registration for seminars and conferences and the CDF will reimburse the department. If the request is for reimbursement of exams (CPA, CPS, ASE), the individual must pay the registration and be reimbursed.

Q. Can the CDF be used to purchase books to study for exams?

A. The CDF cannot be used to pay for travel expenses, international events, textbook costs, membership in organizations, or in conjunction with the employee fee waiver program.

Q. I started work at UT last month. Can I use the CDF to pay for a conference next month?

A. To be eligible, employees must be classified as regular full- or part-time for at least six months.

Q. Am I limited in my usage of the CDF?

A. Full-time employees may receive up to \$150 per fiscal year for approved career development activities. Part-time employees receive funding on a pro rata basis.

Q. What documentation is required to be submitted with the application?

A. The supporting documentation to be sent in with the application must be a copy of paperwork from the organization sponsoring the event that shows the title of the event, the sponsoring organization, the cost, the dates, times, and locations, and something that describes what the event is. This can be a registration form with a brochure, or webpages printed off the internet, etc. The employee is also asked on the application to write a brief summary of why the program will benefit them in their job.

Q. How do I request reimbursement after the event?

A. If the employee paid the fee for the event, he/she must submit supporting documentation for the payment, such as:

- (a) the original receipt [or invoice showing a \$0 balance], or
- (b) a copy of the original receipt [or invoice] and a copy of the payment.

Examples of the payment documentation:

Copy of a personal check must be the cancelled check, front and back copy, or a copy of the person's bank statement showing their name at the top and the reference number below the picture of the check.

Copy of a money order, or cashier's check, or an email (for example, IAAP sends CPS applicants emails that show what they paid, and this email can be used as a receipt).

