

UConn HEALTH

HUMAN RESOURCES

University Health Professionals (UHP) Conference Reimbursement Program

- Continuing education units (CEU's), conferences and training seminars are reimbursable at 100% of the cost of registration only up to \$450 per fiscal year per person. The minimum amount of reimbursement for any one conference or workshop shall be \$35.00.
- Conferences must either be in person or a live webinar.
- Each conference must be job-related as described on the request form and must result in increased knowledge and skill. There is a reasonable expectation that UConn Health will benefit from participation in this program (i.e., that it will be applied to carrying out the mission of UConn Health.)
- Requests for reimbursement require advance supervisory approval.
- The following items are specifically excluded: exam fees, certificate programs, self-study courses, program materials, etc. Additional exclusions may apply.

APPLICATION PROCEDURE

All applicants must apply through their departments for conference reimbursement according to the following procedures:

Obtain the appropriate form, which must be completed and signed by the applicant. Forms are available on the Human Resources website - <https://health.uconn.edu/human-resources/services/benefits/tuition-program/> or from Human Resources (860-679-2426).

Obtain the permission of the employee's first level supervisor outside of the bargaining unit. Signatures of physicians at UConn Health are acceptable providing they act in a supervisory capacity.

Fax or email the fully completed application form to UConn Health, Department of Human Resources (860-679-4660 or hr@uchc.edu).

APPLICATION TIME FRAMES

Please forward completed applications at least two weeks prior to the date of the conference. Conference applications not received in accordance with this deadline due to extenuating circumstances, but before the date of the conference, will be reviewed on a case-by-case basis. Conference applications received after the date of the conference will be denied.

Applications will be processed on a "first come-first served" basis until funds are expended. Employees will be notified of their status within a month of the application. No substitutions are allowed.

TO OBTAIN REIMBURSEMENT

The following required documentation must be submitted to HR **within thirty (30) calendar days*** after the conference:

- Proof of registration indicating the date and cost of the conference
- Proof of payment with employee's name on it (i.e. copy of bank or credit card statement – can be redacted to remove unrelated information)
 - Employees will not be reimbursed for an amount greater than their own expenditure.
- Proof of attendance/certificate of completion

If an employee fails to provide the required documentation within thirty (30) calendar days, the tentative approval will be rescinded and the employee shall not be reimbursed.

Reimbursement received will be issued in the employee's regular paycheck.

*Please note: State regulations require payment documents by June 1st for payment within the fiscal year.

Questions: 860-679-2426