

2022-2023 MEA Management Training Fund Guidelines

Guidelines are applicable for CCSF requests that are processed through the PeopleSoft's SF Employee Portal (previously Tuition Reimbursement System)

1. Training Reimbursement Fund 2022-2023 Allocation: **\$300,000**
2. Of the \$300,000 allocated for Training, **\$150,000** will be allocated for Equipment Reimbursements for 2021-2022
3. **Training and Equipment requests require pre-approval**, i.e. the Expense Authorization request must be approved by MEA **before** the expense has been incurred or the expenditure will not be reimbursed through the MEA Management Training and Equipment Fund;
 - Login to the PeopleSoft's SF Employee Portal system to request pre-approval for your expenses.
 - If you are a new user, you can access through your SF Employee Portal account or please contact your [department representative](#) for assistance.
4. **July 2022 will be a blackout period on equipment and training requests** to allow MEA and the City to close books on FY 2021-2022 – this has been the past practice;
5. **We will notify MEA members as soon as we know the date that PeopleSoft's SF Employee Portal Tuition Reimbursement System will begin accepting requests for the 2022-2023 fiscal year.**
6. The last day to submit training requests in the online system is the last business day in June 2023, or the point at which the fund has been exhausted.
7. Starting in September, first time participants in the Equipment Program will be processed. MEA will then process member requests for equipment not previously purchased (e.g. a phone if prior purchase was laptop). Finally, requests for equipment previously purchased and reimbursed through the Program prior to July 1, 2021 will be processed assuming funds are still available. **PLEASE NOTE:** Laptops and Tablets are considered the same type of equipment, i.e. laptop = tablet.
8. The Online Tuition Reimbursement system sends email notifications regarding **ANY** change in the "status" of a request (e.g. approvals, rejections, clarification, information and requests for documentation). Therefore, it is important that all participating employees update their online account with a current email address.
9. Once your request has been approved and the expense had been incurred, please proceed to PeopleSoft's SF Employee Portal for the next steps to complete an expense report in the reimbursement process.

10. **Chapter 12X** prohibits City-funded travel to states with anti-LGBTQ or abortion-restrictive laws. Employees cannot use tuition reimbursement for travel expenses to specified states listed at <https://sf.gov/resource/2021/states-where-city-will-not-fund-travel-or-do-business>.

Travel expenses include:

- Modes of travel – airfare, bus, train, car rental, taxi, ride-sharing, including parking and tolls, etc.
- Lodging
- Per Diem

The list of states is subject to change. For an updated list of applicable states, please refer to the City Administrator’s website at <http://sfgsa.org/chapter-12x-anti-lgbt-state-ban-list>.

11. Per the MOU, employees may utilize up to \$1,000 of the funds available to them for that fiscal year under this article to pay for the cost of reasonable and necessary travel and lodging for approved training. Travel reimbursement rates shall be as specified in the Controller’s travel policy memo; however, a \$50 per diem allowance may be submitted when traveling on approved training