

2024-2025 MEA MTA Management Training Fund Guidelines

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

1. Training Reimbursement Fund 2024-2025 Allocation: **\$48,000**
2. Of the \$48,000 allocated for Training, **\$24,000** will be allocated for Equipment Reimbursements for 2024-2025.
3. Professional development opportunities are intended to allow *eligible* employees to improve job performance. Until such funds are exhausted, an employee may utilize up to maximum of \$2,000 per fiscal year for tuition, internal or external training programs, professional conferences, executive coaching, and professional licenses, certificates, and association memberships, professional software, and books and subscriptions.
4. **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 MTA Training and Equipment Fund;
 - Login to the PeopleSoft's SF Employee Portal system to request pre-approval for your expense authorizations <https://sfgov.org/sfc/employee-gateway>.
 - If you are a new user, please contact your [department representative](#) to get an account.
5. **July 2024 will be a blackout period on equipment and training requests** to allow MEA and the City to close books on FY 2024-2025 – this has been the past practice;
6. 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 2024-2025 fiscal year.
7. The last day to submit training requests in the online system is the last business day in June 2025, or the point at which the fund has been exhausted.
8. **Starting in September, first time** eligible participants in the Equipment Program will be processed. MEA will then process member requests for equipment not previously purchased (e.g. cell phone if prior purchase was laptop). ***Thereafter***, MEA will process member requests for replacement equipment assuming funds are still available. **PLEASE NOTE:** Laptops and Tablets are considered the same type of equipment, i.e. laptop = tablet.
9. The SF Employee Portal 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.

10. 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.

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 but food/beverages are ineligible.