



EBENEZER Foundation

Application for CEU/Seminar Reimbursement

Employees are eligible for reimbursement of expenses regarding participation in CEU/Seminars *subject to availability of funds*. To be eligible for payment of CEU/Seminar:

- Employee must have acceptable attendance and performance.
- Employee must be authorized to work at least 40 hours per pay period.
- Employee must have at least 6 months of service with Ebenezer.
- Seminar must be related to current position and/or fulfill licensure or certification requirements.
- Registration reimbursement requests must be submitted at least **30 days prior** to the date of the event.
- If applying for reimbursement of out-of-town travel or other expenses related to a qualifying CEU/Seminar, the application must be received and approved **6 months prior** to the event.

Name _____ Employee # _____

Current Position _____ Work Location _____

Date of Hire _____ # Authorized Hours per Pay Period _____ Amount Requested \$ _____

Seminar/Class Description _____

Date of Seminar/Class _____ Other expenses (if any, approved on a case-by-case basis) \$ _____

Applicant: To be considered for your request you must attach the following:

1. A Short Seminar description
2. A Completed Seminar application/registration form
3. Documentation showing cost of seminar (if not already included in #2) or receipt of payment
4. Signature of your authorized manager (below)

* Please email this signed application and supporting documents to Ebenezer Benefits Manager at drice2@fairview.org at least 30 days **prior** to the course (6 months if travel and other expenses are included).

* The facility will be responsible for **registering** the applicant and **paying for** the seminar. The applicant or their manager will be notified by the Benefits Manager of the status of the application.

Approvals

Manager Approval: _____

Corporate HR Approval: _____ Date: _____

Foundation Approval: _____ Date: _____

Application: _____accepted _____denied Foundation Fund Account # to be charged: _____