

City of Portland - DCTU Professional Development Fund Checklist Request for Funding

- Complete the Request for Funding form.** Include documentation to support how the funds will benefit you with regards to your professional development as described in Article 20. Also, include information about the request that shows what it is, and lists costs and timelines to complete approved training or attendance at seminars or conferences.

- Review your request to ensure:
 1. The education maintains or improves skills needed in the job.
 2. The education is required by the employer or by law for the employee to keep their present salary, status, or job.

- The request could be taxable if the request is:
 - not needed to meet the minimum educational requirements of the employee's current job.
 - a part of a program of study that will qualify the employee for a new occupation.

- Supervisor approval is required on the Request for Funding application if the training is scheduled during the employee's normal work shift.

- Send the completed request, with signature(s) and supporting documentation as appropriate, to BHR. Please use the email address indicated on the form: [HR-DCTU Professional Development Fund](#) and keep a copy of the submittal for your records. (Note: to confirm that your email request was received, you can select Request a Delivery Receipt from the Options Tab in Outlook)

- The DCTU PDF Committee will notify you of its decision within approximately 3-4 weeks following receipt of your complete request.

- Register and pay for the approved materials, seminar, training, online subscription, or course.

- You are responsible to obtain a copy of proof of attendance at the seminar or conference, or proof of completing the class with a passing grade. If not submitted with your reimbursement request, proof of attendance must be submitted upon completion of the approved seminar, training, or course.

Request Reimbursement

- Submit all receipts and any additional documentation requirements to BHR, as indicated in the approval email notification, and keep a copy of the submittal for your records. *If your request was paid for by your bureau, please cancel your request for funding

- Employees must pay for the eligible memberships, events, books, conference, class, etc., when seeking reimbursement from the training fund (Refer to the DCTU Plan document <https://www.portlandoregon.gov/bhr/article/670723> under Reimbursement of Approved Requests Process, on page 3). This keeps the training fund in compliance with Accounting Rules per the City Comptroller.

- Reimbursements are paid through the City's payroll system and may take up to 6 weeks to be processed.

Questions? Please contact one of the DCTU PDF Committee members below:

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