



# School of Dentistry Professional Development Reimbursement Program

*Effective January 1, 2023*

*Updated August 1, 2025*

## Purpose

UCSF School of Dentistry encourages all staff employees to participate in activities that will contribute to both individual professional development and the mission and goals of the School and University.

Each employee is encouraged to pursue professional development according to the release time as dictated by the UC Personnel Policies or collective bargaining agreements.

If participation in a professional development activity requires being away from work, the employee must follow departmental leave protocols and work with their supervisor to make arrangements to ensure ongoing work assignments are met.

*Note: **Antidiscrimination Policy:** In accordance with Federal and State law and University policy, the University of California does not discriminate on the basis of age, gender, race, ethnicity, national origin, religion, sexual orientation, gender identity, health, or disability. For detailed information, please visit the [Office for the Prevention of Harassment and Discrimination](#).*

## Eligibility

Full-time career staff employees having twelve months of continuous service are eligible for reimbursement for education costs that are approved by the department and Dean's Office.

Employees must be employed by UCSF School of Dentistry upon completion of the professional development activity to be reimbursed for such activity.

## Eligible Expenses

Professional development can be obtained through attendance at seminars, conferences, workshops, educational courses or webinars that will assist the employee in performing their essential job functions and increase the employee's contribution to the organization.

Membership fees to professional organizations and subscriptions for scholarly journals are also included.

Employees must pay all professional development activities registration fee(s) prior to being reimbursed. If approved for reimbursement, the School of Dentistry Dean's Office will reimburse up to \$200 in expenses for costs associated with the professional development activity.



## Ineligible Expenses

Travel expenses, such as transportation (taxis/Uber/Lyft, mileage reimbursement, airfare), hotel, and food are not reimbursable. Employees may choose to participate in opportunities that include these elements, but they are not included in allowable expenses from this program.

## Procedure

Employees must request permission to attend or participate in a professional development event to their immediate supervisor and department chief administrative officer. The request (Professional Development Reimbursement request form) must include the purpose, job relevance, cost, dates, times of activity and the name of the institution or source of training.

If supported by the department, the immediate supervisor must submit the request to the Dean's Office for final review and approval. The Dean's office will provide the chart of accounts to charge the expense to in MyExpense (Log into your UCSF MyAccess account).

## Reimbursement

Employees must verify payment and the successful completion of a professional development activity by presenting proof of registration including valid, original receipts, and certificates or other proof of attendance/completion through MyExpense for approval by Margaret Marasigan in the Dean's Office. Receipts, certificates and/or proof of attendance/completion must be submitted within 20 days of the completion of the professional development activity in MyExpense.

The Dean's Office will notify the employee in writing whether their request for reimbursement is approved or denied.

Once approved by the Dean's Office, the employee will submit receipts for subscriptions, membership dues or other similar expenses through MyExpense. Per University policy, expense reports should be submitted within 45 days after the completion of the program or last purchase date.

Requests will be accepted on a first-come, first-serve basis. Employees who have not previously requested reimbursement during the current or prior fiscal year will be given priority over employees who have already received reimbursement in the same or prior year. This will be done to extend the benefit to as many employees as possible.

The total amount dedicated to this program will be \$40,000 per fiscal year (July 1 – June 30). Reimbursements will be distributed until the budgeted amount, made available each fiscal year, is exhausted. It is possible that the budgeted amount may be exhausted before the end of the fiscal year. This program will be reviewed annually and may be discontinued at any time due to budgetary constraints.

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