



TEACHER Career Enrichment Allowance

The Career Enrichment Allowance is exclusively for the benefit of Texas Conference employees serving as Teachers, Pastors, Conference Departmental Directors, Associates. Ordained ministers or teachers employed by non-Conference institutions are not included in this policy.

•**Full-time conference-funded teachers** and pastors, 3/4 time pastors, conference departmental directors and associates may submit applications for reimbursement of up to **\$500/per year**. If the benefit is unused during the first year; any portion up to the ENTIRE amount will be rolled over to the following year making the career enrichment funds available 2 years at a time (the current year and the previous year) for a maximum amount of \$1,000 at any given time. On the 3rd year, all unused funds from the 1st year will be lost.

NAME: _____ **DATE:** _____

- INSTRUCTIONS:
1. Education oriented resources are to be purchased first; then receipts must be attached to this application and submitted to the Texas Conference Office of Education to be approved. Purchases must be made through retail establishments, not private individuals.
 2. Upon approval, the Office of Education will process your request with Secretariat; then Treasury Department for reimbursement.
 3. Pre-approval is required prior to a trip for a class/seminar out of state. *Please see back of this document for trip guidelines / policies.

NOTE: Professional enrichment resource suggestions can include: books, Kindle books, audio books, online subscriptions, classes/seminars, Biblical or Ellen G. White software, commentaries and educational software. Seminars on family, marriage, parenting, finances and leadership are also allowed.

Books/Software/Seminars

Travel for Classes/Seminars

Electronic Devices/Instruments

RESOURCE - What resource(s) did you purchase, such as books, software, etc.:

Amount to be reimbursed:
\$ _____

CLASS / SEMINAR / EVENT Name:

Cost of class /seminar /event to reimburse:

\$ _____

Date(s) of event: _____

Number of required days off: _____

**Please refer to the back of this document for complete rules/policies regarding classes, seminars, events & travel allowed.*

MILEAGE to be reimbursed:

_____ x $\frac{0.42}{\text{(mileage amount)}}$
Total mileage requested = \$ _____

PER DIEM, if desired, to be reimbursed:

_____ x $\frac{54.00}{\text{(per diem amount)}}$
Total per diem requested = \$ _____

(Please refer to the most current mileage & per diem amounts in the employee portal.)

AIRFARE / RENTAL CAR to be reimbursed:

Total air fare, etc. = \$ _____

HOTEL EXPENSES to be reimbursed:

Total hotel costs, etc. = \$ _____

NOTE: If airfare/or hotel receipts exceed your total allowance available, it is not necessary to submit any other expenses.

Your available balance may be used to purchase iPads, tablets, laptops, computers and musical instruments **ONCE EVERY THREE (3) years**; and must be used for educational purposes. All items must be purchased within the same calendar year.

Item(s) purchased:

\$ _____

Total amount of this purchase which you are claiming for reimbursement.

Accessories for iPads, tablets, laptops — such as cases, keyboards, etc. are not included. If you are unsure if your electronic purchase will qualify, please contact the Office of Education to get pre-approval.

Employee's Signature: (type name to approve, if submitted electronically)

TOTAL AMOUNT: \$ _____

Please return to: The Office of Education, Texas Conference of SDA's, P.O. Box 800, Alvarado, TX 76009 | education@txsda.org

FOR OFFICE USE ONLY

APPROVED: _____, Education Superintendent _____ DATE

APPROVED: _____, Executive Secretary _____ DATE

Funds are to remain with the employee as long as he/she is employed by the Texas Conference. These funds cannot be redeemed for cash value when an employee discontinues employment with the Texas Conference or transfers to another conference. If a teacher changes schools within the Texas Conference, the accrued balance continues to remain in his/her account.

TEACHER Career Enrichment Allowance - *Continued*

***CLASSES / SEMINARS & TRAVEL REIMBURSEMENT POLICIES**

Professional enrichment funds may be used to travel to educational seminars or training, symposiums, classes or conventions that are relevant to the professional teacher. They may be saved up and used for travel expenses to the Holy Land.

INSTRUCTIONS:

1. Submit the application before the out of state seminar or trip for pre-approval. Include brochure and seminar details.
2. Upon approval by the Education Department, we will notify you and keep your form on file.
3. After completing the seminar or trip, please send your receipts to the Education Dept., and we'll attach them to your pre-approved application and complete the processing with Secretariat & Payroll.

YOU must remember to send us your receipts when you return from your class or trip!

PLEASE NOTE:

- Time spent in actual continuing education seminar/classes and up to 2 days travel time (1 day before and 1 day after, if needed) will be counted as paid time for the employee.
- Approved international travel under this policy is defined as any trip outside the United States.
- Due to insurance liability requirements, overseas travel must be noted and pre-approved by ADCOM.
- Fifty percent (50%) of time spent in connection with foreign travel under this policy will be vacation time.
- This form of intended benefits, properly completed, with appropriate receipts and report will negate taxability.

If you have additional questions, please feel free to contact the Education Department at:

The Texas Conference of SDA's, P.O. Box 800, Alvarado, TX 76009 | education@txsda.org