
The purpose of the Professional Development Policy is to establish the parameters for reimbursing staff for approved eligible professional development expenses. Andrews University shall support the staff in their professional development in the areas of service, while complying with IRS regulations and managing its fiscal resources effectively and ethically. Professional development expenses shall relate solely to activities that enhance staff performance in their current role at the university.

-
- **Determined by supervisor subject to budget availability**
 - **Full-time employee**

Expenses incurred by staff for professional development purposes may be eligible for reimbursement. Eligible expenses shall be reimbursed if original receipts are presented, approved by the supervisor; and meet the following requirements:

- 1. Travel and associated expenses related to meetings, conferences, or other similar professional activities.**
- 2. Registration fees and other expenses for meetings of learned societies, on** ss “

