3.1.6 Professional Licenses and Certifications

Policy Statement
Payment for licenses, certification fees, specialized training, or other similar expenses may be authorized for an employee when the institution requires the license, certification, or training as a condition of employment. The following requirements must be met:

- Employee is on payroll during the period that the license or certification is active for or during the time of training.
- License, certification, or training is directly related to the employee’s present position and is required by the University.
- The University will benefit from the specialized training received by the employee.
- Specialized training does not involve University course credit. Any course taken which can be applied as a credit towards a University degree now or in the future would not fall in this category.

Reason for policy
The purpose of this policy is to define when it is appropriate for licenses, certification fees, specialized training, and other similar expenses to be purchased utilizing University funds.

Procedures
Reimbursement may be made to the employee who paid for the license, certification, or training via an expense report or the University will pay directly to the supplier via a payment request. In those cases, where the training fee must be paid for in advance, the registration form should be submitted with a payment request payable to the supplier. If food or lodging expenses are required in advance, they must be paid for by the employee and will be reimbursable, as appropriate, using normal travel reimbursement policies.

Additional contacts
Andre Simmons
Phone Number: (706) 542-2786

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President & Controller
Policy Owner: Accounts Payable
Policy Contact: Andre Simmons
Phone Number: (706) 542-2786

Record Retention
Research Grant Records
Number 0472-09-006
These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.
Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.
Denying a Payment Request
Approving a Payment Request
Creating a Payment Request with Multiple Expense Lines
Creating a Payment Request
Editing and Resubmitting a Sent Back Expense Report
Submitting an Expense Report Prepared by a Delegate
Creating an Expense Report for a Non
Training Library:

Multiple training resources for processing expense reports and payment requests are available in the OneSource
Training Library:

Creating an Expense Report for a Non-Travel Expense
Creating an Expense Report as a Delegated User
Submitting an Expense Report
Submitting an Expense Report Prepared by a Delegate
Editing and Resubmitting a Sent Back Expense Report
Reviewing the Status of an Expense Report
Approving an Expense Report as an Expense Manager

Creating a Payment Request
Creating a Payment Request with Multiple Expense Lines
Creating a Payment Request with Multiple Accounting Distributions
Approving a Payment Request
Denying a Payment Request

Policy Dates
Effective Date:

Date Last Updated: 11/08/2019
Date Last Review: 11/08/2019
Date Last Approval: 11/08/2019

Previous Version of Policy: