

## VIRGINIA STATE UNIVERSITY

**Section:** Administration and Finance

**Procedure Number:** 502

**Procedure Name:** Reimbursement for Professional Examination

**Applicability:** All Employees of the University

**Effective Date:** March 27, 1998

**Review Date:** March 26, 1998 - Supersedes Executive Memorandum, issued on December 15, 1994, and entitled "Reimbursement for Professional Examination"

**Revision Date:** September 1, 1999

### I. Purpose

The intent is to define terms and establish procedure for the reimbursement for professional examinations.

### II. Procedure

Upon successful completion of the professional examination, Virginia State University will reimburse a full-time employee all examination costs only. The employee must submit leave for absences related to the examination to include preparation. The employee must receive approval for reimbursement from the appropriate Vice President/Executive Council member prior to taking the examination, with the understanding that reimbursement is pending successful completion of the examination.

The Executive Council member should consider approving examinations which are job related, or meet the University's program needs. The Executive Council member must ensure funds are available to pay for reimbursement before approving reimbursement or examination request. Exceptions to this policy must be approved by the President.

APPROVED BY: \_\_\_\_\_

President

DATE: \_\_\_\_\_

