Guidelines for Student Professional Development Fund

<u>How to Access Funds</u> – The law school has established the Student Professional Development Fund (SPDF) to encourage law students to take ownership of their job search with funding to assist with career-related expenses. Students may spend a maximum of \$250 for reimbursement during the course of law school subject to the following restrictions:

To qualify for access to SPDF, first-year students must:

- (1) Attend the required 1L programs offered by the Career Strategies Office; and
- (2) Meet with a career counselor to review one's resume and discuss one's career path.

Second- and third-year students can access the SPDF after having met a single requirement: one meeting with a CSO career counselor lasting approximately 20 minutes. The purpose of the meeting is for the student to check in, discuss his or her job search strategy, and discuss how to spend funds appropriately in order to secure meaningful employment.

When a student has completed all of the requirements, the CSO will notify the Office of Finance and Budget (OFB) that the student is eligible to access the SPDF. The OFB is located on the 4th floor in the Administrative office.

Approved Expenses –

Approved for reimbursement:

- Travel expenses and fees to attend professional conferences, bar association events, CLE programs
- Membership in bar associations (specialty, affinity bar associations) as well as sections of bar associations where free membership is already gifted. Note: All Drexel Law students receive free membership in the Pennsylvania Bar Association, Philadelphia Bar, and the American Bar Association Law Student Division
- Inns of Court membership fees
- Books, newspapers, and periodicals directly related to professional development and networking
 (not textbooks). For example, books about networking skills, business etiquette, leadership, or job
 search strategies are subject to reimbursement. If you are seeking work in another city and it would
 be helpful to access the city's newspaper, consider a subscription with the understanding that the law
 library may already have access to this information as part of the library's extensive subscription
 services.
- Purchasing a professional photograph for use on LinkedIn and in professional announcements. For example, the cost to download a graduation photo for use on social media and professional announcements is acceptable for reimbursement

Not approved for reimbursement:

- Interview attire; salon or barber visits
- Food and alcohol
- Bar review courses or study materials

<u>Deadline to Spend Funds</u> – A student has three years and five months in which to spend his or her SPDF. Expenses must be incurred on or before October 31 following one's graduation from Drexel University School of Law (i.e., up to five months following graduation). All reimbursement requests must be submitted before December 31 of your graduating year. This means that a graduate of the Class of 2015 has until October 31, 2015 to spend his or her SPDF funds and that a request for reimbursement must be filed no later than December 31, 2015.

<u>Reimbursement Procedures</u> – An online application has been created to manage the SPDF. The Professional Development Fund Management system has three components – student reimbursement request, CSO requirement tracking, and OFB payment process. In order to track each student's eligibility and funding balance, all reimbursement requests must go through this system.

The first component is to create a password-protected individual student account in order to submit your reimbursement requests and track your fund balance. Once you have satisfied the CSO's requirements and incurred an approved expense, you may activate your account with your student ID number. Then you may submit your requests online and bring or mail your physical receipts to OFB for processing. You may apply to the fund for multiple events/activities, but each reimbursement request must be a minimum of \$50 or greater. Please save your receipts until you reach this minimum threshold before submitting your reimbursement request. You can track your account transactions and current fund balance by logging into your SPDF account.

The second component is for CSO to confirm your completion of the required activities and validate your eligibility to use the SPDF. If for any reason, you haven't met CSO's requirement, you will not be able to submit your reimbursement request. The system will ask you to contact CSO when you press the submission button.

Finally, OFB will process your reimbursement upon receiving your receipts and update the system with the approved amount and date. Discrepancies in the requested amount between your submission and an actual receipt, and requests exceeding \$250 or your current SPDF balance, will be corrected and reflected in your account. Generally, it takes 10 business days for the Accounts Payable Office to process reimbursement. If you have an active direct deposit with Drexel from your student employee position, reimbursement will be paid via direct deposit. Otherwise, your reimbursement check will be mailed.

<u>Receipt Instructions</u> – Original itemized receipts, documenting items purchased and proof of payment are required. For example, the receipts need to indicate the amount paid with zero balance and the last 4-digits of your credit card. If one of these elements is missing, please

provide your credit card transaction/statement as an additional support document. The original hotel folio showing payment is required for reimbursement. For payment made by a personal check, a copy of the front and back of the processed check is required.

<u>Travel Policy</u> – It is expected that such expenses should be reasonable and moderate as the University is a non-profit educational institution, or 501(c)(3) organization as defined by the IRS. Students seeking reimbursement for travel expenses are expected to book the lowest logical coach class for air/rail ticket. The University will reimburse a single room rate at no more than the mid-range rate for hotels. For complete travel policies, please visit http://www.drexel.edu/depts/compt/ap/index.html.

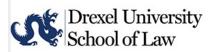
<u>Car Rentals</u> – Only mid-size or compact vehicles will be reimbursed. The University does not carry any automobile insurance for students. If a student chooses a rental car for travel, full automobile insurance coverage of liability, collision and comprehensive insurance need to be purchased for your own protection.

<u>Personal Automobiles</u> – Tolls, parking and mileage (between the University address and the travel destination) can be reimbursed. You can click <u>here</u> for the current mileage reimbursement rates. Personal automobile insurance used for business travel must be at least \$100,000/\$300,000 for liability coverage. The University will not reimburse individuals for the cost of such insurance or for the cost of other expenses including but not limited to driving or parking violations, fines, gasoline, automobile repairs, vehicle damage or insurance deductibles as a result of an accident, break down, tow or resultant meals and lodging.

Questions? – For questions or checking on reimbursement status, please contact:

Bernadette A. McCloskey, (215) 571-4717 Zhiying Feng, (215) 571-4816 or email lawfinance@drexel.edu

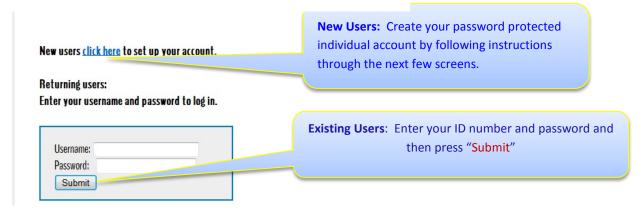
<u>Online System User Instructions</u> – Follow instructions for the key screens below:



Office of Finance and Budget Professional Development Fund Management

lbout Help Contact

WELCOME TO THE DREXEL UNIVERSITY SCHOOL OF LAW!





Office of Finance and Budget Professional Development Fund Management

Available Balance: \$250.00

Enter your request individually, by the total amount shown on the receipt. Complete each of the fields listed below. Then click the "add" button. Once you have added all of your expenses, click the "Submit for Reimbursement" button.



Submit for Reimbursement

Available Balance: \$213.00

Enter your request individually, by the total amount shown on the receipt. Complete each of the fields listed below. Then click the "add" button. Once you have added all of your expenses, click the "Submit for Reimbursement" button.



Reimburesements to be submitted:

Date Submitted	Amount	Status	Process Date			
09/24/2013	25.00	Logged	Pending	After you've entered all of your		
09/24/2013	12.00	Logged	Pending	expenses, click "Submit for		
		Reimbursement"				
Submit for Pointhursement						

Available Balance: \$213.00

Review the expenses that you entered below. If the list is complete and accurate, click the "Confirm" button.

Date Submitted	Amount	Date of Purchase	Category
09/24/2013	25.00	09/10/2013	Reg
09/24/2013	12.00	09/16/2013	Transit

Confirm

After you have reviewed all of your expenses, click "Confirm" to submit