

Reimbursement for Professional Credentials

Beginning October 1, 2003, ORO will implement its reimbursement for professional credentials [policy](#). ORO will reimburse employees up to \$350 per fiscal year for expenses incurred to obtain professional credentials deemed advantageous to the government. Employees who incur expenses associated with one or more of the categories included on the [List of Pre-Approved Professional Credentials and Examinations](#) may submit requests for reimbursement, through their supervisor, to the Human Resources Division (HRD) for concurrence. All requests for reimbursement must be submitted through supervisory channels and the HRD using the appropriate [form](#) and must include clearly identifiable invoices and/or receipts associated with expenses incurred.