STEPS & INSTRUCTIONS:

Before:

Notice: Please do not proceed with paying for the training, course, or seminar until AFTER your request has been approved. There is no guarantee that Kupu will be able to reimburse you if you pay before submitting this request form.

1. Identify the event, training, workshop, course, seminar, etc. that you would like to attend. We recommend going through Part 1 of this form to help you determine if the event is worthwhile in attending.
2. Complete Part 1 and attach the form in an email to kac@kupuhawaii.org.
   a. **DO NOT** pay for anything yet
   b. This document can be digitally signed
   c. **Submit your request at least 2 weeks in advance to the event occurring**
   d. If the request includes travel, please submit your request as soon as possible
   e. Our evaluation committee will review your form and determine *eligibility* for reimbursement. NOTE: Reimbursement will be pending receipt of all parts (1 and 2) of this form and other requested documents.
3. Once the evaluation committee has made their decision, your PC will notify you if your request has been approved and you are eligible for reimbursement.
4. If you are eligible for reimbursement, proceed to register and pay for the event. If you are ineligible for reimbursement, we encourage you to resubmit your form with more details or connect with your host site manager/supervisor about financial support through them.
5. Once you pay for the event, email your receipt/proof of payment to your PC **within 48 hours of payment.**

During:

6. Attend the event.
7. Take pictures/screenshots of you at the event (e.g. selfie, screenshot of attendance list with your name visible, screenshot of you in the virtual event, etc.).
8. Take notes or save any provided materials that may help you answer the Part 2: Event Reflection document.
9. Take a screenshot of the event/workshop schedule (this is required for Part 2).

After:

10. **Within 3 days** from attending the event, complete Part 2 and attach the form along with proof of payment in an email to your PC.
    a. The KAC team will evaluate your form and approve/deny reimbursement.

Any questions? Connect with your respective PC.

       b.   NOTE: Reimbursement will be pending receipt of all parts (1 and 2) of this form and other requested documents.

11. Your PC will notify you of approval/denial of your reimbursement. If approved, your reimbursement will be processed.

FREQUENTLY ASKED QUESTIONS:

May I use this reimbursement form for multiple events throughout my term?
- Yes. Please complete a form for each event you're interested in attending.

How much money can I request per event?
- There is no limit to how much you can request, however there is a limit to how much Kupu can reimburse you. There is a set budget for this program and it must be shared with **all** members. If you send in a large request, please be aware that we might only approve partial reimbursement.

What opportunities/purchases are **<u>NOT</u>** eligible for reimbursement?
- Courses that extend beyond your term of service
- Courses/events that involve prohibited activities (as outlined in your Member Service Agreement)
- Purchase of gear/tangible items that can be sold/transferred to other individuals
- **If you are unsure about whether your event is eligible for reimbursement, connect with your PC for guidance.**

What if something comes up affecting my ability to attend the event that I paid for?
- Situations will be assessed on a case-by-case basis. Please notify your PC as soon as possible if you've already paid for an event and are no longer able to attend.

Any other questions? Connect with your respective PC.

Any questions? Connect with your respective PC.

KAC's Professional Development Reimbursement Program

REQUEST FORM

<table>
<tr><td colspan="2" align="center">PART 1 OF 2:</td></tr>
<tr><td colspan="2">Please make sure to read the steps and instructions thoroughly before proceeding.

This form does not guarantee your scholarship. All submissions will be reviewed and approved by Kupu staff once submitted.

Completed form & required documents must be submitted at least 2 weeks PRIOR to the event/training. Please DO NOT pay for anything until you get approved.</td></tr>
<tr><td colspan="2" align="center">General Information (Please Print)</td></tr>
<tr><td align="right">Member Name:</td><td></td></tr>
<tr><td align="right">Host Site Name:</td><td></td></tr>
<tr><td align="right">Member Mailing Address:
(for check to be sent)</td><td></td></tr>
<tr><td align="right">Name of Event or Training:</td><td></td></tr>
<tr><td align="right">Dates of Event:
(that you will be attending)</td><td></td></tr>
<tr><td align="right">Event Location and Format:
(Virtual, In-person, Hybrid)</td><td></td></tr>
<tr><td align="right">Total Amount Seeking:</td><td></td></tr>
<tr><td colspan="2" align="center">Ways funds will be used:</td></tr>
<tr><td colspan="2">Check all that applies and complete the respective additional sections below:
❑ Flight Request - Complete Sections (A) and (B or C)
❑ One time Training Event - Complete Section B
    ○ This can be one multiple day event
❑ Course over a range of time - Complete Section C
    ○ Institution must NOT accept the Education Award.</td></tr>
<tr><td colspan="2" align="center">Event Information (will be used to determine eligibility)</td></tr>
</table>

Any questions? Connect with your respective PC.

Brief description of how the event/training is related to your Kupu position:

What do you hope to gain from attending this event?

How will this event help you reach your professional goals?

Additional Event Details (based on event type)
SECTION A: *FLIGHT REQUEST*

Airlines Name	
Depart: Location, Date, Time and Flight #	
Return: Location, Date, Time and Flight #	

Any questions? Connect with your respective PC.

Cost: flights only (not luggage)	

SECTION B: *ONE TIME EVENT*	
Event Website:	

SECTION C: *COURSE OVER A RANGE OF TIME*	
Course Name:	
Course Code (if applicable):	
# of Credits and/or Certificate Title:	
Course Start Date:	
Course End Date:	
# of Days per Week or Month:	

Required Documentation (Submit the following along with your request form)

- ❑ **Verification of Cost Breakdown (provide all that apply):**
  - ○ *Screenshot of Airline Tickets*
  - ○ *Screenshot of Conference/Event Registration Costs*
  - ○ *Screenshot of Course Cost*
- ❑ **Event Agenda**

Site Acknowledgement and Consent

Member Signature Date	
Site Manager Signature Date	

Any questions? Connect with your respective PC.

KAC's Professional Development Reimbursement Program

REQUEST FORM

PART 1 OF 2 REVIEW:			
For Kupu use only:			
Member Name:		Date Submitted:	
Reviewer Name (1):		Date:	
Reviewer Name (2):		Date:	

Scoring Scale (1 - 5: 1-little/limited description/explanation, 5-excellent description/explanation (good level of detail)	Reviewer 1 Scores:		Reviewer 2 Scores:	
Brief description of how the event/training is related to your Kupu position:				
What do you hope to gain from attending this event?				
How will this event help you reach your professional goals?				
Subtotal Score:	A:		B:	
Required documents submitted: • Verification of cost breakdown • Printout/screenshot of event agenda • Submitted 2 weeks prior to the event • Appropriate sections completed *note: failure to submit the above documentation within the timeline may result in automatic denial of request	C:	Yes (+5) / No Yes (+5) / No Yes (+5) / No		
A+B+C = Total Combined Score:				

45 – 31: Member eligible for reimbursement (contingent on post-event documentation – part 2 forms)

31 – 18: More documentation is needed from the member before a reimbursement decision can be made (see comments section for what is needed)

17 – 1: Member not eligible for reimbursement, but should edit and resubmit a request form with more details of how the event will benefit them during their term or in their career

0: Member not eligible for reimbursement; little or limited explanation of how the event will benefit them during their term or in their career

Comments:

Program Coordinator's Digital Signature:	Date Approved:
____Approved for a TOTAL of $_____ pending attendance of PD event and Part 2	__ Full reimbursement pending attendance of PD event and Part 2
____ Approved for • 1st of 2 Reimbursements for a total of $_____ • 2nd of 2 Reimbursements for a total of $_____ **PENDING** PD event attendance and completion of section 2	_ 1st of 2 Reimbursements
____Denied (Provide Explanation:)	___ Not approved
Program Manager's Digital Signature	Date:

Any questions? Connect with your respective PC.

KAC's Professional Development Reimbursement Program

REQUEST FORM

PART 2 OF 2:
Completed form and required documents must be submitted within **three days** of completing the training. Failure to submit on time may result in lack of reimbursement.

General Information (please print)	
Member Name:	
Event Description and Dates:	
Member Mailing Address: (for reimbursement check to be sent)	

Event Reflection (will be reviewed to determine eligibility)

What did you learn?

How will you implement what you learned into your current position and in your future?

Any questions? Connect with your respective PC.

What was your highlight?

Would you recommend this event/training to another Kupu member? Why or why not?

Required Documentation

- ❑ **Proof of Attendance (please provide one of the following):**
  - ○ *Certificate of Completion*
  - ○ *Verification of participation*
  - ○ *Selfie at event/screenshot of you in the virtual event/screenshot of attendance list*
- ❑ **Proof of payment**
- ❑ **Print out/screenshot of the event agenda**
- ❑ **Boarding passes, if applicable**

Any questions? Connect with your respective PC.

KAC's Professional Development Reimbursement Program

REQUEST FORM

PART 2 OF 2 REVIEW: For Kupu use only:			
Member Name:		Date Submitted:	
Reviewer Name (1):		Date Reviewed:	
Reviewer Name (2):		Date Reviewed:	

Scoring Scale (1 - 5: 1-little/limited description/explanation, 5-excellent description/explanation (good level of detail)	Reviewer 1 Scores:		Reviewer 2 Scores:	
What did you learn?				
How will you implement what you learned into your current position and in your future?				
What was your highlight?				
Would you recommend this event/training to another Kupu member? Why or why not?				
Subtotal Score:	A:		B:	
Required documents submitted: • Certificate of attendance or verification of participation • Event agenda • Boarding tickets, if applicable • Proof of payment submitted within 2 days of the transaction date *note: failure to submit the above documentation within the timeline may result in automatic denial of request	C:	Yes (+5) / No (0) Yes (+5) / No (0) Yes (+10) / No (0)		
A+B+C = Total Combined Score:				

60 – 51: Member eligible for full reimbursement

50 - 29: More documentation is needed from the member before a reimbursement decision can be made (see comments section for what is needed)

28 - 1: Member not eligible for reimbursement, but should edit and resubmit a request form with more details of how the event will benefit them during their term or in their career

0: Member not eligible for reimbursement; little or limited explanation of how the event will benefit them during their term or in their career

Any questions? Connect with your respective PC.

Comments:

Program Coordinator's Digital Signature:	Date Approved:
____Approved for a TOTAL of $_____	__ Full Reimbursement
____ Approved for • 2nd of 2 Reimbursements for a total of $_____	__ 2nd of 2 Reimbursements
____Denied (Provide Explanation:)	___ Not approved
Program Manager's Digital Signature	Date:

Any questions? Connect with your respective PC.