

## EAP Cheat Sheet: Required Documentation for All EAP Request Types

EAP Request Type	Process via	Required Documentation  <b>Reminder: All files are required to be uploaded as PDFs.</b>	Proof of Completion and/or Satisfactory Grade Required (Email to <a href="#">EAP Requests</a> )	Ineligible Fees/Expenses  <b>Reminder: All eligible expenses must be for the applicable FY.</b>
<b>Non-MC Credit Courses: Undergraduate and Graduate Tuition, Mandatory Fees, and Required Books*</b>	Workday – <ul style="list-style-type: none"> <li><b>Direct Payment:</b> <a href="#">Create Supplier Invoice Request</a></li> <li><b>Reimbursement:</b> <a href="#">Create Expense Report</a></li> </ul>	<ul style="list-style-type: none"> <li>Acceptable justification (type into applicable field)</li> <li>(If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>Itemized invoice including the employee's name</li> <li>Start and end dates of courses</li> <li>Proof of payment (reimbursement) OR unpaid invoice (direct payment)</li> </ul>	Satisfactory Final Grade(s) – passing grade for the applicable Undergraduate or Graduate programs	<ol style="list-style-type: none"> <li>1. Application/enrollment/registration fees related to initial admission at the college or university</li> <li>2. Late fees</li> <li>3. Parking fees</li> <li>4. Suggested, optional, and/or NOT required books for the course</li> <li>5. Maryland state taxes</li> <li>6. Shipping and handling costs</li> <li>7. Graduation or diploma fees</li> </ol>
<b>MC Non-Credit Courses (WDC&amp;E), Required Books, and Fees</b>  (required books and fees are applicable to all eligible credit and non-credit courses)	Email <b>EAP Request Form for MC Courses, Books, and Fees</b> to <a href="#">EAP Requests</a>	<ul style="list-style-type: none"> <li>MC Courses, Books, and Fees Form</li> <li>Acceptable justification (type into applicable field)</li> <li>(If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>Itemized invoice including the employee's name</li> <li>Proof of payment if seeking reimbursement</li> </ul>	Satisfactory Final Grade(s) – passing grade for the applicable non-credit or credit course	<ol style="list-style-type: none"> <li>1. Suggested, optional, and/or NOT required books for the course</li> <li>2. Maryland state taxes</li> <li>3. Shipping and handling costs</li> </ol>

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<b>Conferences/Seminars/ Webinars/Workshops</b>  <b>(Reminder: DO NOT combine your EAP registration request with your EAP Travel request. They must be submitted separately.)</b>	Workday – <ul style="list-style-type: none"> <li>• <b>Direct Payment:</b> <a href="#">Create Supplier Invoice Request</a></li> <li>• <b>Reimbursement:</b> <a href="#">Create Expense Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable justification (type into applicable field)</li> <li>• (If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>• Itemized invoice including the employee's name and start and end dates of conference/seminar/webinar/workshop/etc.</li> <li>• Proof of payment (reimbursement) OR unpaid invoice (direct pay)</li> </ul>	Proof of Completion – e.g., photo of badge, email confirmation noting attendance, email with applicable professional credits for attending, etc.	<ol style="list-style-type: none"> <li>1. Maryland state taxes</li> <li>2. Shipping and handling costs</li> <li>3. Late fees</li> <li>4. Books NOT required for the event</li> </ol>
<b>Professional Association Memberships</b>  (majority of the membership year should be in the applicable FY – make sure the dates align with the applicable fiscal year)	Workday – <ul style="list-style-type: none"> <li>• <b>Direct Payment:</b> <a href="#">Create Supplier Invoice Request</a></li> <li>• <b>Reimbursement:</b> <a href="#">Create Expense Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable justification (type into applicable field)</li> <li>• (If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>• Itemized invoice including the employee's name</li> <li>• Membership card of the expiry date</li> <li>• Proof of payment (reimbursement) OR unpaid invoice (direct pay)</li> </ul>	N/A	<ol style="list-style-type: none"> <li>1. Maryland taxes (if vendor is based in MD)</li> <li>2. Shipping and handling costs</li> <li>3. Fees for printed certificates or other memorabilia related to the certification or recertification</li> </ol>

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<b>Professional Publication/Magazine Subscriptions</b>  (majority of the subscription year should be in the applicable FY – make sure the dates align with the applicable fiscal year)	Workday – <ul style="list-style-type: none"> <li>• <b>Direct Payment:</b> <a href="#">Create Supplier Invoice Request</a></li> <li>• <b>Reimbursement:</b> <a href="#">Create Expense Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable justification (type into applicable field)</li> <li>• (If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>• Itemized invoice including the employee's name and start and end dates of publication/subscription</li> <li>• Proof of payment (reimbursement) OR unpaid invoice (direct pay)</li> </ul>	N/A	1. Maryland taxes (if vendor is based in MD) 2. Shipping and handling costs 3. Publications/magazines that are not EAP eligible based on content or professional affiliation.
<b>License/Certification Fees</b>  (certification or recertification date should be in the applicable FY)	Workday – <ul style="list-style-type: none"> <li>• <b>Direct Payment:</b> <a href="#">Create Supplier Invoice Request</a></li> <li>• <b>Reimbursement:</b> <a href="#">Create Expense Report</a></li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable justification (type into applicable field)</li> <li>• (If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>• Itemized invoice including the employee's name and start and end dates of conference/seminar/webinar/workshop/etc.</li> <li>• Proof of payment (reimbursement) OR unpaid invoice (direct pay)</li> </ul>	Certificate of completion	1. Maryland taxes (if vendor is based in MD) 2. Shipping and handling costs 3. Fees for printed certificates or other memorabilia related to the certification or recertification

QUICK FIND ► [Non-MC Undergraduate and Graduate Tuition](#) | [MC WDCE Courses, Required Books, and Fees](#) | [Conferences/Workshops/etc.](#) | [Professional Memberships](#) | [Travel](#) | [Wellness](#)

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<b>Travel</b>  (EAP Travel Spend Authorizations must be submitted PRIOR to travel)  <b>Reminder: DO NOT combine your EAP event request with your EAP Travel request. They must be submitted separately.</b>	Workday – • <b>Reimbursement (Only):</b> <a href="#">Create Spend Authorization</a> and <a href="#">Create Expense Report</a>	<ul style="list-style-type: none"> <li>Acceptable justification (type into applicable field)</li> <li>(If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>Start and end dates of travel (supported by conference/event registration)</li> <li>ALL itemized receipts the employee is seeking for reimbursement (i.e., transportation ticket (flight or train) or mileage, hotel, and meals)</li> </ul>	Proof of Completion – e.g., photo of badge, email confirmation noting attendance, email with applicable professional credits for attending, etc.	<b>General</b> 1. Expenses for anyone other than the employee 2. Souvenirs or non-meal items (i.e. toiletries, clothing, office stationery, aspirin, etc.)  <b>Transportation</b> 1. Seating/boarding upgrades (early check in, premium seating, etc.) 2. Travel insurance 3. Fees from third-party booking services (Globetrotter, CheapOAir, etc.)  <b>Meals</b> 1. Alcoholic beverages 2. Room service fees (separate from gratuity)

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<b>Wellness*</b>  <b>Reminder: Participants must provide proof of payment and attendance for reimbursement (at least 10 days/month or 75% of a program with limited duration).</b>	Workday – • <b>Reimbursement (Only):</b> <a href="#">Create Expense Report</a>	<ul style="list-style-type: none"> <li>(If applicable) <a href="#">Annual EAP Acknowledgement Form</a></li> <li>Documentation of attendance or participation. Gym memberships require proof of use of the facility 10 times per month.</li> <li>Proof of payment</li> </ul>	Proof of Completion – e.g., attendance report from the facility, screenshots from the app showing attendance, etc.	<ol style="list-style-type: none"> <li>Unapproved memberships/facilities</li> <li>Expenses for months that the attendance requirement was not met</li> </ol> <b>Email <a href="#">Megan Cooperman</a> to confirm whether your gym or fitness activity is approved.</b>

**\*All tuition for credit courses above \$5,250 in a calendar year and all wellness reimbursements are considered taxable income, which is processed on a quarterly basis through payroll. Visit the [EAP page of the HRSTM website](#) for additional details.**

### Additional Resources

Email [EAP Requests](#) if you have any questions before you submit your EAP request(s) in Workday.  
 Visit the [EAP/PDAP page of the HRSTM website](#) for more information about EAP, including more helpful Cheat Sheets, demo videos, and the EAP Resource Guide.