



FY26 PDAP RESOURCE GUIDE

**Your Guide for Essential Information on
PDAP, Workday Processes, and
Available Support Resources**

**Office Of Human Resources And Strategic Talent Management
Revised September 2025**

TABLE OF CONTENTS

Plan, Prepare, and Process: The 3 Ps

- **Step 1 – Plan**

- [PDAP Defined](#) and [PDAP Eligibility](#)
- [PDAP Request Types](#)
- [FY26 PDAP Allocations](#)
- [Wellness Tax Implications](#)
- [Eligible](#) and [Ineligible](#) PDAP Expenses
- [PDAP Travel](#) and [International Travel](#)
- [PDAP for MC Courses, Books, and Fees](#)
- [FY26 Dates and Deadlines](#)

- **Step 2 – Prepare: [What Do I Need?](#)**

- [Non-Travel](#)
- [Travel Expenses](#)
- [Wellness](#)
- [MC Courses, Books, and Fees](#)

- **Step 3 – Process**

- [Workday Workflow](#)
- [PDAP Tips and Advice](#)

- **Resources**

- [Job Aids and Demo Videos](#)
- [General Info, Forms, and Cheat Sheets](#)
- [EAP/PDAP Zoom Office Hours](#)
- [Contact Information](#)

PLAN, PREPARE, AND PROCESS THE 3 PS

To help guide employees' learning and ability to correctly access PDAP benefits, we encourage everyone to use the **Plan, Prepare, Process Framework**:

PLAN

LEARN
ABOUT PDAP

PREPARE

COLLECT YOUR
DOCUMENTATION

PROCESS

SUBMIT YOUR
PDAP REQUEST

STEP 1: PLAN

LEARN ABOUT PDAP

- **Confirm your PDAP eligibility.**
- **Learn about the program's benefits and rules.**
- **Understand the difference between entitlement and eligibility.**
- **Discuss your professional development goals with your supervisor and how PDAP can support your growth.**
- **Engage with resources, guides, and videos to learn the process to request funds.**

PDAP DEFINED

- The Professional Development Education Assistance Program (PDAP) offers financial assistance for a variety of professional development activities, programs, and services for bargaining part-time faculty.
- Eligible activities must fulfill one or more of the following criteria:
 1. Improve job-related knowledge and skills to perform more effectively in a current position;
 2. Aid in the pursuit of a job-related degree or professional certification; and/or
 3. Prepare for advancement to a different or higher-level position within the College.

PDAP ELIGIBILITY

Who Is Eligible?

- Bargaining part-time faculty that have worked **at least nine (9) instructional ESH** over the course of two (2) academic years are eligible for PDAP benefits.

Who Is Ineligible?

- Non-bargaining part-time faculty, EAP eligible employees, casual temps, and student workers

PDAP REQUEST TYPES

Reimbursements

Non-Travel, Travel, and Wellness

Workday Processes: [Create Spend Authorization](#) and/or [Create Expense Report](#)

Employees can be reimbursed for expenses incurred.

- All expenses **REQUIRE** proof of payment to be eligible for reimbursement.
- PDAP Travel requests are **reimbursement only** and are required to be submitted as a Spend Authorization PRIOR to the PDAP travel, followed by an Expense Report.

FY26 PDAP ALLOCATIONS

There is one limit for all PDAP eligible employees per fiscal year.
This limit may be used for eligible travel and non-travel requests.

| | Part-time Faculty |
|---------------------------|-------------------|
| PDAP Per Employee (Max) | \$1,250 |
| Overall PDAP Budget (Max) | \$54,000 |

The maximum reimbursement amount for all PDAP Wellness activities is **\$50** per month.

To view the current FY allocation utilization, visit the [HRSTM PDAP Webpage](#), click on **PDAP Training, Resources, and Key Information**, and click **FY26 PDAP Allocations**.

TAX IMPLICATIONS

WELLNESS

- **All wellness reimbursements and incentives are considered taxable income.**
- Taxable wellness reimbursement and incentives will be captured through quarterly reporting and processed once per quarter on the pay date immediately following the quarterly report – April, July, October, and December.

ELIGIBLE PDAP EXPENSES

Non-Travel

- Conference Registration
- Professional Memberships
- Licensures
- Workshops
- Professional Publications/Journals/Magazines
- Non-MC Undergraduate and Graduate Course Tuition and Mandatory Fees
- Required Textbooks
- MC Credit and Non-Credit Courses Tuition, Books, and Fees

Travel

- Local, domestic, and/or International* Travel Expenses, including:
- Airfare, Ground Transportation and Parking
- Lodging
- Meals and Gratuity *Requires SVP approval

Wellness

- MC Sponsored Wellness Programs
- Outside Gym Memberships or Subscriptions (i.e., Yoga/Barre/Pilates Studios, Orange Theory, F45, Peloton, Rock Climbing Centers, WW, Noom, etc.

INELIGIBLE PDAP EXPENSES

- Admission application fees, graduation fees, and other charges that are not directly related to a particular course
- Expenses for recreational, hobby or personal business endeavors
- Art-related activities or workshops, unless specifically job-related and is Manager approved
- Computer/IT equipment (see your Department for technology needs)
- PDAP expenses for an ineligible employee (see your Department in these cases regarding general training/professional development funds)
- Maryland taxes on eligible expenses
- Optional or recommended books for courses or conferences, etc.
- Certain shipping and handling costs
- Any eligible PDAP expense for a service that was not completed or completed with an unsatisfactory grade

PDAP TRAVEL

- PDAP follows the [College PandP 65001 Reimbursement for Travel and Related Expenses](#) for PDAP travel requests. Travel expenses related to an approved PDAP event should **only** be submitted as a PDAP travel reimbursement request (even if local).
- PDAP Travel funds cannot be used for daily work commutes. Eligible campus-to-campus mileage may be reimbursed using department funds. Contact your supervisor/manager for further questions.
- MC does not currently have a per diem (i.e., daily allowance for meal expenses when on approved travel). Employees may be reimbursed for the reasonable costs of meals while traveling on official College business.

NOTE: Refer to the PDAP [Required Documentation](#) and [Travel Guidance](#) Cheat Sheets for further details regarding eligible and ineligible expenses related to travel.

PDAP INTERNATIONAL TRAVEL

- PDAP funds may be utilized for opportunities to study and enhance your professional development abroad.
- In addition to standard supervisor approval, **all international PDAP and travel requests must be approved by the employee's Senior Vice President (SVP) in advance**. This approval should be in writing and attached to the documentation for your PDAP request.
- International travel imposes the potential for additional fees, however the same PDAP per employee limits and guidelines apply.
- All international PDAP requests are processed in the United States Dollar (USD). Make sure you use your **U.S.-issued credit cards** because the daily exchange rate will automatically be calculated for you on the card statement. DO NOT use cash.

NOTE: Refer to the PDAP [Required Documentation](#) and [Travel Guidance](#) Cheat Sheets for further details regarding eligible and ineligible expenses related to travel.

PDAP FOR MC COURSES, BOOKS, AND FEES

- MC course fees, required books, and non-credit continuing education (WDCE) courses that cannot be covered by the tuition waiver program may be covered under PDAP for eligible employees.
- PDAP funds cannot be used for dependents and spouses.
- Employees are required to provide a justification for taking the course and follow the guidelines for all PDAP requests submitted in Workday.

FY26 DATES AND DEADLINES

- Office of Business Services (OBS) will announce the deadlines for final EAP/PDAP requests, typically by April.
- HRSTM will send reminders about the designated deadlines for all EAP/PDAP requests via multiple channels (HRSTM newsletter, email blasts, etc.). **Please make note of applicable deadlines when announced.**

| | |
|----------------|--|
| July 1, 2025 | Start of the Fiscal Year (FY26) |
| September 2026 | FY26 EAP/PDAP Utilization Updated Online |
| December 2026 | FY26 EAP/PDAP Utilization Updated Online |
| March 30, 2026 | <i>Employee Matters</i> Communication – Last 90 Days |
| March 2026 | FY26 EAP/PDAP Utilization Updated Online |
| April 30, 2026 | <i>Employee Matters</i> and Email Communication – Last 60 Days |
| May 30, 2026 | <i>Employee Matters</i> and Email Communication – Last 30 Days |
| June 20, 2026 | Deadline for EAP/PDAP Non-Travel Reimbursement Submissions |
| June 30, 2026 | End of the Fiscal Year (FY26) |
| July 1, 2026 | FY26 Deadline for Wellness Submissions & Start of the Fiscal Year (FY27) |

FY26 DATES AND DEADLINES

APPROVING REQUESTS BETWEEN FISCAL YEARS

- PDAP requests are approved depending on the end date of the activity and in which fiscal year (FY) this occurs in. **The end date MUST fall within the current FY to be considered for approval.**
- Conferences that are evenly split between two fiscal years by a few days can be approved in either fiscal year (e.g., a conference taking place June 29 through July 2).
- Activities that occur outside of **FY26** will not be considered for approval (i.e., an activity that ended prior to the start of the current FY is no longer eligible, and an activity that begins or concludes after the fiscal year-end must be submitted on or after July 1).
 - **IMPORTANT:** Professional memberships and licensures are not included in this guideline as they typically last longer than one year.
- An annual professional membership that spans two (2) fiscal years can be reimbursed in either of the fiscal years. If PDAP funds have already paid for a membership in the FY, you cannot use PDAP funds for a renewal within the same FY.

STEP 2: PREPARE

COLLECT YOUR DOCUMENTATION

- Register for webinars and conferences, enroll in courses, sign up for memberships, etc. That contribute to your professional development.
- Collect and organize your invoices and/or receipts.
- Complete your [annual PDAP acknowledgement form\(s\)](#) (required once per fiscal year) and/or travel cover sheet(s) (optional).
- Review resources to make sure you know how to correctly process your request(s), including approximately how long it will take to process the payment and determining if a supplier is in the system.

PDAP GUIDANCE

WHAT DO I NEED TO SUBMIT A REQUEST?

HRSTM will always look for the four following items on every request:

1. (If applicable) A completed and signed **PDAP Acknowledgment Form**.

- Required once per fiscal year

2. Documentation or a screenshot of a **bill or payment**.

- Itemized and paid receipt

3. Documentation or a screenshot of the **activity start and end dates**.

4. A **justification** explaining how the PDAP activity is important to your professional development for your position at MC.

- This is required for every PDAP request that is submitted, except for Wellness requests.

Case-By-Base Scenarios:

- If you are submitting an international request, **written approval from your SVP** is required.
- If you are submitting a request for non-MC related books, a **syllabus showing book requirement** must be attached.

PDAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A NON-TRAVEL REQUEST?

Non-Travel – Reimbursement (Expense Report)

Required Information/Documentation:

- An [Annual PDAP Acknowledgement Form](#) is required to be submitted with an employee's first request of the fiscal year.
- An **ITEMIZED** and **PAID receipt** of the item.
- Documentation of the **start and end dates** of the activity.
- A **justification** for participation in the activity that explains how it meets PDAP criteria.
- For **international travel requests**: All international requests must include **advanced written approval from the employee's Senior Vice President (SVP)**.

PDAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A TRAVEL REQUEST?

Travel – Reimbursement (Spend Authorization)

Required Information/Documentation:

- An [Annual PDAP Acknowledgement Form](#) is required to be submitted with an employee's first request of the FY.
- Documentation of the **start and end dates** of the activity.
- A **justification** for that explains how it meets PDAP criteria.
- For **international travel requests**: All international requests must include **advanced written approval from the employee's Senior Vice President**.
- **(Optional) ITEMIZED** receipt(s) documenting payment date and cost for each item (if multiple).

Travel – Reimbursement (Expense Report)

Required Information/Documentation:

- **ITEMIZED** and **PAID receipt(s)** documenting payment date and cost for each item (if multiple).
- A **badge or nametag** from the event that displays the employee's name and the name of the event.
- If a badge or nametag was not provided at the event, please provide alternative documentation to prove attendance (e.g., a picture you had taken at the conference, an email confirmation of attendance, etc.).

PDAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A WELLNESS REQUEST?

Wellness – Reimbursement (Expense Report)

Required Information/Documentation:

- An [Annual PDAP Acknowledgement Form](#) is required to be submitted with an employee's first request of the fiscal year.
- An **ITEMIZED** and **PAID receipt(s)** of the wellness activity for each month. You can submit multiple months at once but must have the required backup for each month.
- **Documentation of attendance or participation.**
 - Gym memberships require documentation of your fitness center check-in history. At least 10 days out of the month or 75% of a program with limited duration must be provided.

PDAP GUIDANCE

WHAT DO I NEED TO SUBMIT AN EAP REQUEST FORM MC COURSES, BOOKS, AND FEES?

EAP Request Form MC Courses, Books, and Fees

Required Action:

1. **Registration** for credit courses must be completed prior to submitting a form.
2. Follow the link and fully complete an [EAP Request Form for MC Courses, Books, and Fees](#).
 - A **justification** is required.
 - **Supervisor signature** is required.
 - Receipts **MUST** be provided for textbooks. PDAP funds will be applied to the employee's MC student account regardless of whether or not they have paid for books prior to submitting a form.
3. Email the completed form to [PDAP Requests](#).

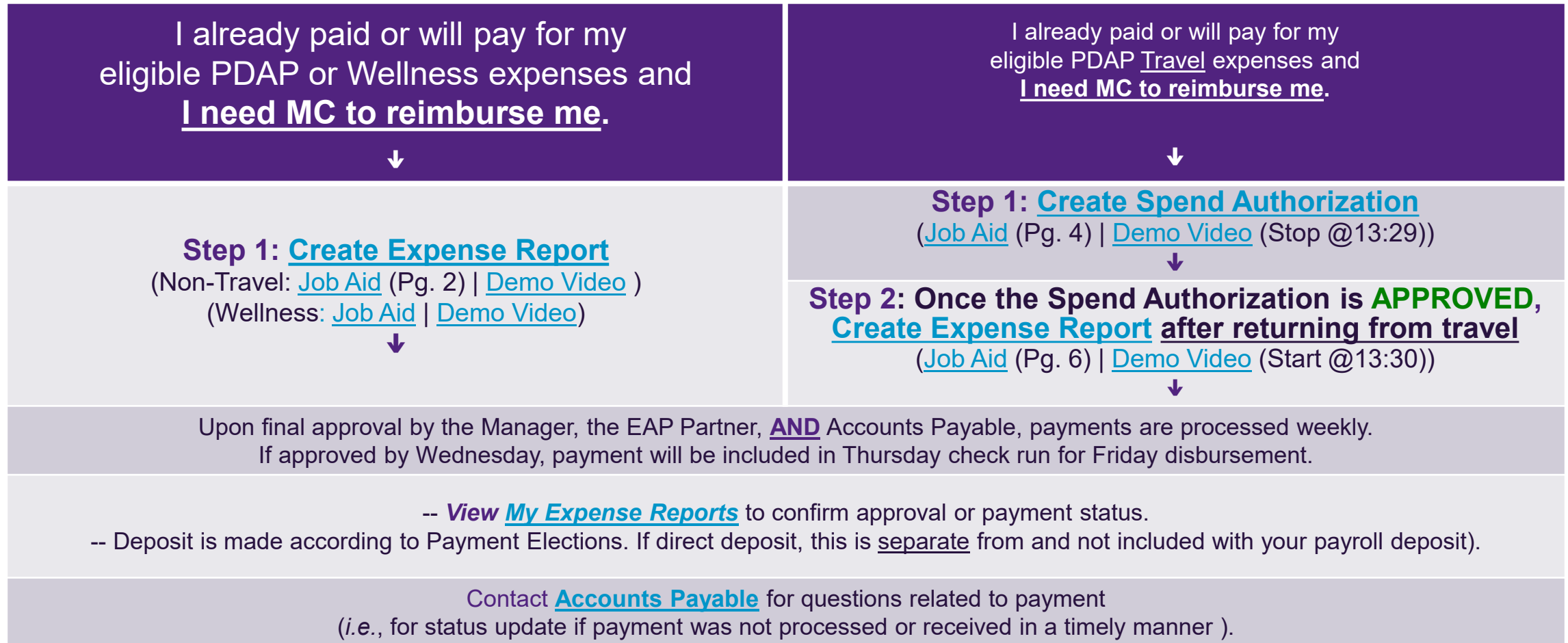
STEP 3: PROCESS

SUBMIT YOUR PDAP REQUEST

- **Determine how you will process your request(s) based on what you are doing and whether you wish to have the College pay the Supplier directly on your behalf, or pay personally and be reimbursed.**
- **Check the status of your submitted request. Your request will be delayed if insufficient documentation or information are provided and/or the request is awaiting action. If your request is sent back please read the comments carefully and ensure you respond to all required actions to keep the process moving forward.**

WORKDAY PDAP WORKFLOW

REIMBURSEMENT ORDER OF PROCESS



PDAP TIPS AND ADVICE

KEY DATA FIELDS

- **CAREFULLY REVIEW EACH FIELD** to ensure the information is correct prior to submission. The system will automatically default to your department's budget and **this must be corrected to reflect the PDAP budget.**
 - The following **Business Purpose MUST** be used for all PDAP requests:
EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel
 - The following **Cost Center, Fund, and Program MUST** be entered for all PDAP requests:
Cost Center – MC0001 | Fund – 1000 | Program – 7000
 - The following **Expense Item MUST** be entered for all PDAP requests:
PDAP – Part Time Faculty Prof Development
- **DO NOT BACKDATE A REQUEST.** Late submissions from the previous fiscal year are not guaranteed to be considered for approval in the current fiscal year. **We cannot backdate to a closed fiscal year.**

FY26 PDAP ALLOCATIONS

KEY DATA FIELDS

| | Non-Travel | Travel | Wellness |
|---|---|--|--|
| Expense Item (Spend Authorizations & Expense Reports) | PDAP - Part Time Faculty Prof Development | PDAP - Part Time Faculty Prof Development | PDAP - Part Time Faculty Prof Development |
| Cost Center | MC0001 College Wide Operations – Benefits/Payroll Payment | | |
| Fund | FUND_1110 Operating Fund | | |
| Program | PROGRAM_7000 Institutional Support | | |
| Additional Worktags | HR will enter the Activity | | Activity: W Wellness ACTIVITY_W |

PDAP TIPS AND ADVICE

TRAVEL REQUESTS

- Remember to request an **itemized receipt for all expenses** you would like to be reimbursed for. This includes meals, transportation (e.g. ride sharing and rental cars), lodging, or any other eligible travel expense.
- **Travel expenses for anyone other than the employee are not eligible for reimbursement.** If you traveled with a group, highlight your meals and lodging expenses on the copy of receipts for the EAP Team to quickly determine your expenses.
- **Alcoholic beverages and non-meal items** (e.g. souvenirs) **are not eligible for reimbursement.**
- **Select the most cost-efficient and effective forms of travel.** Significantly higher travel expenses for the purpose of accommodating additional travelers or coordinating a personal trip are not acceptable (e.g., driving versus flying, or flying to/from a different city than the location of the PDAP event).
 - **NOTE: Accommodations for disabilities may be eligible for reimbursement.**
- For international travel, **make sure to use your US-issued credit cards.** The daily exchange rate will be calculated for you automatically on your bank statement. **DO NOT USE CASH.**

PDAP TIPS AND ADVICE

JUSTIFICATION

- Employees are required to write a justification for their PDAP Expenses, which should be no more than a few sentences. Your request will be sent back if your justification is insufficient and does not reflect one or more of the following criteria:
 1. Improve job-related knowledge and skills to perform more effectively in a current position;
 2. Aid in the pursuit of a job-related degree or professional certification; and/or
 3. Prepare for advancement to a different or higher-level position within the College.

| Examples of Sufficient Justifications | Examples of Insufficient Justifications |
|---|--|
| <ul style="list-style-type: none">• This course is required for my degree program, which is related to my current/prospective job at the College.• [Event] will provide updates/new insights for my current/prospective job duties at the College and assist me in fulfilling these duties.• [Event] is critical for keeping me up to date on changes, new trends, and compliance standards in my area/field. | <ul style="list-style-type: none">• Professional development• Listing the name of the event with no further context• I enjoy learning about XYZ...• My manager approved...• XYZ looks interesting... |

RESOURCES

PDAP GUIDES

Job Aids

Submitting for a Reimbursement

- [Create a Spend Authorization and/or Expense Report](#)
- [Create a Wellness Expense Report](#)

Demo Videos

Submitting for a Reimbursement

- [Create a Non-Travel Expense Report](#)
- [Create a Travel Spend Authorization and a Travel Expense Report](#)
- [Create a Wellness Expense Report](#)

RESOURCES

HRSTM PDAP Webpage General Info, Forms, and Cheat Sheets

HRSTM PDAP Webpage

- General PDAP Info and [PDAP FAQs](#)
- Current FY Allocation and Utilization Data
- [Annual PDAP Acknowledgment Form](#)
- [PDAP Affidavit Form for Course Completion](#)
- [PDAP Travel Cover Sheet \(Excel\)](#)
- [EAP Request Form for MC Courses, Books, and Fees](#)

MC Wellness (EAP Wellness Reimbursement)

Cheat Sheets

- [Required Documentation](#)
- [Where do I Submit my PDAP?](#)
- [Most Common Mistakes](#)
- [Tech Tips](#)
- [Travel Guidance](#)

RESOURCES

EAP/PDAP ZOOM OFFICE HOURS

Our dedicated HR Help Desk Team will be available to address your concerns and provide personalized guidance. This is your chance to dive deeper into any lingering questions or concerns you may have **after** exploring the extensive [HRSTM EAP/PDAP](#) site and its resources. Please come prepared with your specific question(s) to make the most of your scheduled time.

Click [HERE](#) to schedule your
20-minute session now

Mornings: 9:30 – 11:30 a.m.
Mondays, Wednesdays, and
Fridays

Afternoons: 1:30 – 4:30 p.m.
Mondays through Fridays

RESOURCES

CONTACT INFORMATION

HRSTM: EAP, Wellness, HR Help Desk

- PDAPRequests@montgomerycollege.edu
- Megan.Cooperman@montgomerycollege.edu
- HRSTM@montgomerycollege.edu
 - 240-567-5353

OBS: AP, Procurement, Finance

- AccountsPayable@montgomerycollege.edu
- Procure@montgomerycollege.edu
- Finance.OBS@montgomerycollege.edu

For technical problems related to Workday access, please contact the IT Service Desk

- ITServiceDesk@montgomerycollege.edu
 - 240-567-7222



EXCEPTIONAL EDUCATION **EXTRAORDINARY OUTCOMES**

