PDAP Cheat Sheet:
Required Documentation for All PDAP Request Types

PDAP Request Type	Process via	Required Documentation Reminder: All files are required to be uploaded as PDFs.	Proof of Completion and/or Satisfactory Grade Required (Email to PDAP Requests)	Ineligible Fees/Expenses Reminder: All eligible expenses must be for the applicable FY.
Non-MC Credit Courses: Undergraduate and Graduate Tuition, Mandatory Fees, and Required Books	Workday – • **Reimbursement Only**: Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name • Start and end dates of courses • Proof of payment	Satisfactory Final Grade(s) – passing grade for the applicable Undergraduate or Graduate programs	1. Application/enrollment/registration fees related to initial admission at the college or university 2. Late fees 3. Parking fees 4. Suggested, optional, and/or NOT required books for the course 5. Maryland state taxes 6. Shipping and handling costs 7. Graduation or diploma fees
MC Non-Credit Courses (WDC&E), Required Books, and Fees (required books and fees are applicable to all eligible credit and non-credit courses)	Email **EAP Request Form for MC Courses, Books, and Fees** to **PDAP Requests**	• MC Courses, Books, and Fees Form • Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name • Proof of payment if seeking reimbursement	Satisfactory Final Grade(s) – passing grade for the applicable non-credit or credit course	1. Suggested, optional, and/or NOT required books for the course 2. Maryland state taxes 3. Shipping and handling costs

QUICK FIND ▶ Conferences/Workshops/Seminars/Webinars | Professional Memberships | Professional Publications/Magazines | Licensures/Certifications | Travel | Wellness

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Conferences/Seminars/ Webinars/Workshops	Workday – • **Reimbursement Only**: Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name and start and end dates of conference/seminar/ webinar/workshop/etc. • Proof of payment	Proof of Completion – e.g., photo of badge, email confirmation noting attendance, email with applicable professional credits for attending, etc.	1. Maryland state taxes 2. Shipping and handling costs 3. Late fees 4. Books NOT required for the event
Professional Association Memberships (majority of the membership year should be in the applicable FY – make sure the dates align with the applicable fiscal year)	Workday – • **Reimbursement Only**: Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name • Membership card with the expiry date • Proof of payment	N/A	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 membership or membership renewal

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Professional Publication/Magazine Subscriptions (majority of the subscription year should be in the applicable FY – make sure the dates align with the applicable fiscal year)	Workday – • **Reimbursement Only**: Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name and start and end dates of publication/subscription • Proof of payment	N/A	1. Maryland taxes (if vendor is based in MD) 2. Shipping and handling costs 3. Publications/magazines that are not PDAP eligible based on content or professional affiliation.
License/Certification Fees (certification or recertification date should be in the applicable FY)	Workday – • **Reimbursement Only**: Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Itemized invoice including the employee's name and start and end dates of conference/seminar/ webinar/workshop/etc. • Proof of payment	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

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Travel (PDAP Travel Spend Authorizations must be submitted **PRIOR** to travel)	Workday – • **Reimbursement (Only):** Create Spend Authorization and Create Expense Report	• Acceptable justification (type into applicable field) • (If applicable) Annual PDAP Acknowledgement Form • Start and end dates of travel (supported by conference/event registration) • ALL itemized receipts the employee is seeking for reimbursement (i.e., transportation ticket (flight or train) or mileage, hotel, and meals)	Proof of Completion – e.g., photo of badge, email confirmation noting attendance, email with applicable professional credits for attending, etc.	General 1. Expenses for anyone other than the employee 2. Souvenirs or non-meal items (i.e. toiletries, clothing, office supplies, aspirin, etc.) Transportation 1. Seating/boarding upgrades (early check in, premium seating, etc.) 2. Travel insurance 3. Fees from third-party booking services (Globetrotter, CheapOAir, etc.) Meals 1. Alcoholic beverages 2. Room service fees (separate from gratuity)

QUICK FIND ▶ Non-MC Undergraduate and Graduate Tuition | MC WDCE Courses, Required Books, and Fees | Conferences/Workshops/etc. | Professional Memberships |
Professional Publications/Magazines | Licensures/Certifications | Wellness

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Wellness* **Reminder: Participants must provide proof of payment and attendance for reimbursement (at least 10 days/month or 75% of a program with limited duration).**	Workday – • **Reimbursement (Only):** Create Expense Report	• (If applicable) Annual PDAP Acknowledgement Form • Documentation of attendance or participation. Gym memberships require proof of use of the facility 10 times per month. • Proof of payment	Proof of Completion – e.g., attendance report from the facility, screenshots from the app showing attendance, etc.	1. Unapproved memberships/facilities 2. Expenses for months that the attendance requirement was not met **Email Megan Cooperman to confirm whether your gym or fitness activity is approved.**

Additional Resources

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

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