EAP Cheat Sheet:
Required Documentation for All EAP Request Types

EAP Request Type	Process via	Required Documentation	Proof of Completion and/or Satisfactory Grade Required – email to EAP Requests	Ineligible Fees/Expenses Reminder: All eligible expenses must be for the applicable FY.
Non-MC Credit Courses: Undergraduate and Graduate*	**Workday** – Direct pay or Reimbursement for EAP	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, itemized invoice including the employee's name and start and end dates of courses, proof of payment if seeking reimbursement (attach in PDF)	Satisfactory Final Grade(s) – passing grade for the applicable Undergrad or Graduate programs	1. Fees related to initial application and enrollment at the college or university (sometimes called an initial registration fee; registration related to actual courses is eligible) 2. Late fees 3. Books NOT required for the course 4. Maryland taxes (if vendor is based in MD) 5. Shipping costs 6. Graduation/diploma fee
Required books and fees and MC Non-Credit Courses (WDCE) (required books and fees are applicable to all eligible credit and non-credit courses)	Email to **EAP Requests** Direct pay or Reimbursement for EAP	Acceptable justification (include in the form) MC Courses, Books, and Fees Form cover sheet, itemized invoice including the employee's name and start and end dates of courses, proof of payment if seeking reimbursement (attach in PDF)	Satisfactory Final Grade(s) – passing grade for the applicable non-credit course (if applicable)	1. Books NOT required for the course 2. Maryland taxes (if vendor is based in MD) 3. Shipping costs

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Conferences/Seminars/ Webinars/Workshops **Reminder: DO NOT combine your EAP event request with your EAP Travel request. They must be submitted separately.**	**Workday** – Direct pay or Reimbursement for EAP	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, itemized invoice including the employee's name and start and end dates of conference/seminar/ webinar/workshop, proof of payment if seeking reimbursement (attach in PDF)	Proof of Completion – e.g., photo of badge, email confirmation noting attendance, email with applicable professional credits for attending, etc.	1. Books NOT required for the event 2. Maryland taxes (if vendor is based in MD) 3. Shipping costs 4. Late fees **Travel expenses related to your EAP event (submit through EAP travel – must be two (2) separate requests)**
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** – Direct pay or Reimbursement for EAP	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, itemized invoice including the employee's name and start and end dates of membership, proof of payment if seeking reimbursement (attach in PDF)	N/A	1. Memberships that begin after April 15 (eligible in the next FY) 2. Maryland taxes (if vendor is based in MD) 3. Shipping costs 4. Fees for printed certificates or other memorabilia related to the certification or recertification

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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** – Direct pay or Reimbursement for EAP	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, itemized invoice including the employee's name and start and end dates of subscription, proof of payment if seeking reimbursement (attach in PDF)	N/A	1. Subscriptions that begin after April 15 (eligible in the next FY) 2. Publications/magazines that are already included in a paid professional association membership processed through EAP. 3. Publications/magazines that are not EAP eligible based on content or professional affiliation.
License/Certification Fees (certification or recertification date should be in the applicable FY)	**Workday** – Direct pay or Reimbursement for EAP	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, itemized invoice including the employee's name and start and end dates of license/certification period, proof of payment if seeking reimbursement (attach in PDF)	N/A	1. Maryland taxes (if vendor is based in MD) 2. Shipping costs 3. Late fees 4. Fees for printed certificates or other memorabilia related to the certification or recertification

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Travel (EAP Travel Spend Authorization must be submitted <u>PRIOR</u> to travel) **Reminder: DO NOT combine your EAP event request with your EAP Travel request. They must be submitted separately.** **Pro Tip**: Use Excel to add everything up and include your summary after your cover sheet. This is also very helpful if you have expenses that exceed your EAP Travel that your Department will cover. You can show the total less your available EAP Travel and use the same documentation for both Spend Authorizations and Expense Reports.	<u>Workday</u> – Reimbursement only	Acceptable justification (type into applicable fields) EAP Acknowledgement Form cover sheet, start and end dates of travel (supported by transportation/hotel confirmation), ALL itemized receipts the employee is seeking reimbursement for transportation ticket (flight or train) or mileage, hotel, and meals (attach in PDF)	N/A	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. Meals for anyone other than the employee 2. Alcoholic beverages 3. Room service fees (separate from gratuity) 4. Non-food expenses (aspirin, toothpaste, luggage, clothing, etc.) **Conferences/Seminars/Webinars/ Workshops expenses (submit through regular EAP – must be two (2) separate requests)**

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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	Enter "Wellness" for the justification (type into applicable field) Proof of use of the facility 10 times per month, proof of payment (attach in PDF)	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.

*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.

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