

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-2

Effective Date: 04/18/1983

Revision Date: 07/16/2012

C. D. Schubert
County Administrator

SUBJECT: **Reimbursement of Membership Fees for Employees' Professional Activities**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

1. **STATEMENT**

Pima County will pay employees' membership fees for professional organizations provided there is a direct benefit to Pima County and the funds were made available in the current fiscal year's budget.

Pima County will also assume State licensing fees for professionals if there is a direct benefit to Pima County and funding was made available in the current fiscal year's budget.

2. **PROCEDURE**

2.1 Prior to requesting reimbursement of professional membership fees or licensing fees, the employee will register as a vendor in the AMS Advantage system using the Vendor Self Service module.

2.2 Requests for reimbursement of professional membership fees or licensing fees shall be made by completing a Payment Request (PR) document.

