



Professional Development Reimbursement Guide

Receiving Financial Assistance for your Executive Education Program

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Congratulations on enhancing your professional skills and growth! Your commitment to continuous learning is essential in today's dynamic landscape. Many organizations offer financial assistance to support professional development. This guide is designed to help you navigate the financial assistance process with confidence and clarity, and includes step by step instructions for building and presenting a case for reimbursement to leadership.

Before You Begin

Inquire

Reach out to your manager, HR business partner, or Learning and Development (L&D) team to find out if financial assistance is available and where you can learn more.

Research

Familiarize yourself with the specifics of your organization's financial assistance policy, understanding these details upfront will help you navigate the process effectively. Consider the following:

Cost & Payment Process:

Does your organization reimburse costs after completion, or do they cover expenses upfront? How much professional development dollars does your company offer?

Eligibility for Professional Development:

Does the policy require professional development to qualify as tuition reimbursement? If so, many of Executive Education's programs and workshops can be taken for graduate-level credit. (When registering, ensure you sign up to take the program for credit.)

Required Documentation:

What documents will you need to provide, and what is the process for submission and approval?

If your organization doesn't have a formal policy for professional development reimbursement, you can still make a strong case for ad-hoc financial support. By following the steps below and demonstrating how attending an Executive Education program will benefit the organization, your manager may be open to providing assistance.



Time to Build Your Case

Now that you've determined your eligibility for financial assistance, the available amount, and the required process and documentation, it's time to start preparing your case for your leadership team. To guide you, we've created a checklist to help you stay organized and track your progress.

- Align Program with Organizational/Role Goals
- Gather Costs
- Prepare Supporting Materials
- Put it All Together: Request Financial Assistance
- Follow-up: Showcase & Apply Your Learnings

Building Your Case: A Step by Step Guide

Step 1: Display the Benefit to your Organization

Securing financial support often depends on effectively showing how your chosen program aligns with your professional goals and benefits your organization. To build a strong case, focus on highlighting the following key points:

Demonstrate Value:

Highlight specific outcomes from the course, and describe how these will enhance your role and contribute to the team or organizational objectives.

Highlight Role Relevance:

Explain how the program's content directly addresses challenges you face in your role or supports a project that is important to your manager.

Connect to Professional Goals:

If you have a development plan with your manager, show how this program supports your growth objectives. Highlight that DU Executive Education aligns with your organization's learning priorities by offering top-tier faculty, interactive learning experiences, and skills you can apply immediately.



Step 2: Quantify the Associated Costs

Provide a detailed breakdown of the total program costs, including any additional expenses like travel, if applicable. Be sure to mention any group discounts available if multiple employees from your organization attend. This will help demonstrate the cost-value alignment for your organization.

Step 3: Gather Supporting Materials for Your Request

To strengthen your case, we recommend including the following supporting materials:

Supplemental Info About Executive Education:

Showcase why you've chosen DU Executive Education by highlighting these key value points:

- **Reputation & Credibility:** As part of the nationally ranked Daniels College of Business, DU Executive Education has been developing and upskilling working professionals for over 60 years.
- **Curriculum & Faculty:** Executive Education programs are designed by experts who excel have excelled in both the C-suite and the classroom, offering a curriculum that blends theory and practice.
- **Experiential learning:** Our programs are based in experiential learning, ensuring you can immediately apply new skills in your role.

Program Brochure:

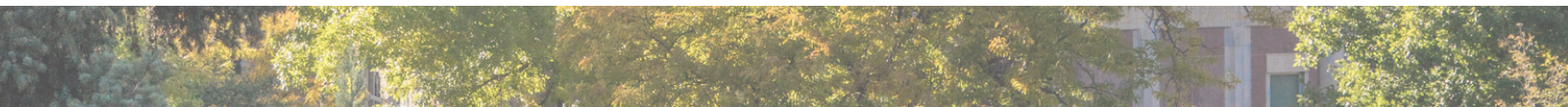
Available on the Executive Education website, each program brochure includes essential details like course overview, learning objectives, faculty credentials, schedule, and the ideal attendee profile.

Payment Receipts:

If your organization reimburses and you're submitting your case after completing the course, ensure you have all related receipts ready for reimbursement.

Certificates of Completion | Microcredential Information:

Let your employer know that we offer certificates of completion for all leadership programs and, upon request, for our workshops. These certificates serve as formal recognition of your participation and achievement, helping employers demonstrate their commitment to a culture of continuous learning and development.



Step 4: Putting It All Together

It's time to put together a formal request for your manager or HR team outlining the program details, its benefits, and any supporting materials. See below for an example template, but be sure to:

- Provide the course title, dates, and a concise summary of the topics covered and the expected learning outcomes.
- Highlight the benefit to your organization and to your role
- Attach the course brochure and any other relevant documents to further strengthen your request.

Reimbursement Request Template/Example

Dear [Manager's Name],

I am writing to request reimbursement for a professional development opportunity that I believe will significantly benefit both my personal growth and our organization. [The Finance for Non-Financial Managers program] offered by Executive Education at the Daniels College of Business in Denver. This program will take place on [February 10–12, 2025.] and will provide me with foundational financial knowledge and skills that will directly contribute to improving our department's financial planning and decision-making processes.

Here is a breakdown of the details for your consideration:

Finance for Non-Financial Managers program is a 3-day workshop, with full-day sessions spaced weekly, that focuses on:

- Understanding financial statements and key metrics
- Budgeting and forecasting techniques
- Making informed financial decisions

I am excited to apply the knowledge I gain about financial decision-making to our department's budget management and resource allocation, which will help us optimize our financial strategy and ensure more efficient operations.

Upon completion, I can provide a certificate of completion as formal recognition of my achievement, which can be shared with HR and added to my professional records.

Below is a breakdown of the associated costs, Executive Education does offer discounts for non-profits, groups of three or more from the same organization, and government employees.

- Tuition/Enrollment Fees: [X]
- Materials & Supplies: [X]
- Total Cost: [X]

I am confident that this professional development opportunity will enhance my ability to contribute to our team and support our organizational goals. I would greatly appreciate your consideration of my request for reimbursement for this program. Please let me know if you need any additional information or if you would like to discuss this further.

You can learn more about the program here: [Program Link]

Thank you for your time and support.

Sincerely,
[Your Name]



Have More Questions?



Contact Us

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Director of Business Development

Step 5: Follow-up & Celebrate

Now that you've requested (and hopefully received!) financial assistance, remember to highlight how your Exec Ed class is supporting your professional success. We recommend documenting your class experience in your performance planning process or development plan—this will showcase your proactive commitment to your professional development, and is especially helpful during performance review times.

You can also share your certificate of completion on LinkedIn and add it to your resume. All of this will help you not only professionally, but support you taking additional DU Exec Ed workshops and programs. Be sure to let your manager and HR/L&D teams know the impact and that your colleagues can also take advantage of classes (with discounts the more employees your organization sends!).

CERTIFICATE OF COMPLETION



UNIVERSITY OF DENVER | EXECUTIVE EDUCATION

Executive Education
UNIVERSITY OF DENVER

This certificate acknowledges that

[Name Here]

has successfully completed

Finance for Non-Financial Managers

Presented by Executive Education | Daniels College of Business | University of Denver

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Executive Education
UNIVERSITY OF DENVER

EXPERIENCE THE DANIELS DIFFERENCE: EXECUTIVE EDUCATION PROGRAMS @ DU

DU Executive Education, part of the nationally recognized Daniels College of Business, has spent over 60 years enhancing the skills of working professionals through innovative, impactful programs. With a legacy grounded in ethical leadership and diversity, our programs are crafted to meet the demands of today's dynamic business environment.

Each year, we partner with dozens of organizations and hundreds of clients, fostering growth through a practical, industry-oriented curriculum and faculty who bring both c-suite experience and academic excellence. Our commitment to actionable learning means you'll gain skills you can immediately apply, empowering you to drive measurable results and lead with purpose.

Through DU Executive Education, you'll expand your network within Denver's vibrant business hub and engage in immersive, hands-on workshops that turn classroom knowledge into real-world solutions. Join us to advance your career with the skills and support needed to excel

Ready to advance your career with DU Executive Education?

Reach out to us for any questions about the reimbursement process or program details:

executive.education@du.edu

<https://daniels.du.edu/executive-education/>