



# Professional Development Reimbursement FAQs

**Q: What is the Professional Development Reimbursement benefit?**

**A:** As part of Adobe's Learning Fund, the Professional Development Reimbursement benefit supports employees with growing their technical and professional skills by providing reimbursement for short-term learning opportunities (conferences, webinars and online courses) that are in line with the business and their career goals.

**Q: Who is eligible for Professional Development Reimbursement?**

**A:** All regular Adobe employees who are in good performance standing are eligible for this benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Interns and Adobe paid temporary employees are not eligible, except where legally required. You must be employed with Adobe when the course begins and ends to receive reimbursement.

**Q: How much is the Professional Development Reimbursement benefit?**

**A:** Adobe will reimburse employees up to \$1,000 USD, or equivalent, per year for out-of-pocket expenses for short-term learning opportunities directly related to an employee's career growth at Adobe. The annual benefit amount is established by Concur in local currency based on the currency exchange rates as of the first Saturday in December prior to a new calendar year. The local benefit amount may increase or decrease annually based on applicable currency exchange rates. Please see the [cost centers and amounts](#) for more details.

**Q: Is this benefit taxable?**

**A:** The benefit may be considered a benefit-in-kind and will be considered taxable income for employees unless not required by local tax rules.

**Q: When can I start submitting claims?**

**A:** The Professional Development Reimbursement benefit is effective September 1, 2018. Employees can submit claims for learning opportunities that began after this date. Classes, conferences and other short-term learning opportunities that started prior to September 1, 2018 are not eligible for reimbursement.

**Q: What's the difference between Education Reimbursement and Professional Development?**

**A:** Education Reimbursement is for long-term degree and certification programs and requires a grade of C or better or proof of completion to be reimbursed. Professional Development is for short-term classes, conferences, on-demand / online courses and other learning opportunities and does not require proof of grade received or completion of the course or program to be reimbursed.

**Q: What if the class, conference or other learning opportunity is more than \$1,000 USD?**

**A:** If a class or program is more than \$1,000 USD, the employee can ask their manager if the remaining balance can be covered by the manager's cost center. If you're signing up for something that costs more than \$1,000 USD, make sure you have your manager's approval to cover the remaining cost before signing up for the class or program.

**Q: When is the deadline to submit for reimbursement?**

**A:** **U.S. & Canada:** Claims should be filed by December 30 of the current year. If you miss this deadline, you may file for paid expenses from the prior calendar year until May 31. Prior year expenses filed after May 31 will be eligible for reimbursement but will be applied to the current calendar year benefit.

**Rest of World:** Claims must be filed by December 30 of the current year. You may file for reimbursement of paid expenses after December 30, but they will be reimbursed against the next calendar year benefit.

**Q: Why is the Eligible Expense Submission and Reimbursement Timeline different for the U.S. and Canada versus India, Japan & APAC, EMEA and LATAM (rest of the world)?**

**A:** Unique timelines are required due to differences in reimbursement administration and Global payroll processing timelines.

**Q: Do I need approval from my manager for the Professional Development Reimbursement benefit?**

**A:** Yes. As part of your career development, it's important that you have regular check-ins with your manager to discuss your career goals including professional development. Employees should have a discussion around the learning opportunity and come up with a plan that fits your career goals. Before signing up for a learning opportunity or submitting a claim, be sure you receive acknowledgement from your manager.

**U.S. & Canada:** Your manager will receive an electronic notification when you submit your reimbursement request.

**UK, Ireland, Denmark, Romania, Sweden, Brazil & Mexico:** You will be asked to attest that you've received acknowledgment from your manager on your learning opportunity.

**Rest of World:** You will need to have your manager sign the *Manager Acknowledgment Form* to submit with your reimbursement request through the Concur system.

**Q: Are travel expenses related to a conference or workshop covered?**

**A:** Travel expenses are not covered by the Professional Development Reimbursement benefit.

**Q: How do I submit expenses for reimbursement?**

**A:** Once you have decided on a class, conference, on-demand/online course or other short-term learning opportunity, submit your reimbursement request through your region's reimbursement process by following the steps below:

Obtain the correct documentation

- Manager acknowledgement
  - **US, Canada, UK, Ireland, Denmark, Romania, Sweden, Brazil & Mexico:** Your manager will receive an electronic notification when you submit your reimbursement request.
  - **ROW:** Your manager will need to complete and sign the *Manager Acknowledgment Form* to be submitted along with your receipts.
- Invoices/receipt for cost of class, conference / workshop or other learning opportunity

Have your cost center / expense type (for Concur submissions only)

- You will also need to enter the appropriate cost center and expense type in Concur. Please see the [cost centers and amounts](#) for more details on reimbursement amounts, cost centers and expense types.

#### Submit your claim

- U.S. & Canada: Submit claims through [Tri-Ad](#) by following the [claim process](#)
- U.K., Ireland, Denmark, Romania, Sweden, Brazil & Mexico: Submit claims through [My Adobe Benefits](#) by following the [claim process](#)
- ROW: Submit claims through [Concur](#) by following the [claim process](#). Please refer to the [Concur FAQ](#) for more information.

#### Q: How and when do I receive my reimbursement?

A: Reimbursements will be issued through Payroll after you submit all receipts and your claim is fully approved. Depending on your claim submission and approval dates, you will receive your reimbursement in accordance with normal pay periods and timelines for your respective country.

#### Q: Can I use this benefit for language classes?

A: After January 1, 2019 you can be reimbursed for language classes through the Professional Development Reimbursement if it is determined to be related to your career growth by your manager.

#### Q: Can I be reimbursed if I incur expenses outside of my home country?

A: Generally, you cannot be reimbursed for expenses incurred outside your home country. Exceptions may be made if your home country location is different than your work country location, or if you are taking an online course. The benefit does not cover travel expenses.

#### Q: I am on a Leave of Absence (LOA) from Adobe. How does this impact my eligibility to participate in this program?

A: If you take a leave of absence, you are eligible to participate in the benefit. Reimbursements may be delayed until you are actively on Adobe payroll depending on country regulations.

#### Q: I am on sabbatical. How does this impact my eligibility to participate in this benefit?

A: You may use this benefit while you're on a sabbatical.

#### Q: If I am a new hire starting in the middle of the calendar year, will the benefit amount be pro-rated?

A: No, you are eligible for the full benefit amount of \$1,000 USD as long as the expense is incurred after your Adobe start date.

#### Q: How do I find more information?

A: For more information about the Professional Development Reimbursement benefit, view the [Professional Development Reimbursement policy](#) or visit:

- **U.K., Ireland, Romania, Sweden, Denmark, Brazil & Mexico:** [My Adobe Benefits](#)
- **Rest of World:** Inside Adobe > Learning & Development > Learning Fund or Benefits.Adobe.com > Employee Discounts & Perks > Learning Fund