

# Professional Development Reimbursement Process Tri-Ad

## Prior to signing up for your learning opportunity

1. Review the [Professional Development Reimbursement Policy](#).
2. Once you've determined the course work you'd like to pursue, have a conversation with your manager to ensure alignment with the business.
3. Once you have verbal approval from your manager, you may sign up and pay for your learning opportunity.

## Once you have paid for your learning opportunity

1. Log on to your [Tri-Ad account](#) > click on the **Professional Development tile** > select **Expense Type** from drop-down menu > complete all requested fields > click **Save**.
2. Upload your scanned receipts. (Note: Once you upload your receipts, your claim is automatically submitted.)
3. Once your claim is approved, your manager will receive an automated e-mail confirming your request. No further action is needed.
4. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. Tri-Ad will notify you if there are any issues with your claim.

For questions about the Tri-Ad tool, claim submissions or reimbursement process you may contact Tri-Ad via e-mail [tuition@Tri-Ad.com](mailto:tuition@Tri-Ad.com) or by phone toll free at **855-482-3623**.