

FREQUENTLY ASKED QUESTIONS

External Training Budget

- **How much is the External Training Budget?**
 - Every employee at eMoney is budgeted for \$1,000 per year to complete external training as it relates to their role.
- **What training qualifies?**
 - Training that is offered by an external vendor or resource that is related to your current job or a future job here at eMoney. All training selected should improve job performance and prepare employee for advancement opportunities,
- **What approvals do I need?**
 - Once you identify the training you would like to attend you will need to receive the approval of your direct manager. You must receive the approval before you sign up for the training.
- **I don't have a corporate card – how do I expense the training?**
 - You will submit for reimbursement through an expense report via Concur. Concur can be located via the Okta Webpage.
- **What is the correct expense code for the expense report in Concur?**
 - “Employee Training” is the expense code all employees should use for external training courses and classes.
- **I am a manager and there is training I would like my entire team to take – can I use the \$1,000 budget for each of the employees for the training?**
 - If you decide to do the same external training for your team, you will need to communicate to your team members that the training budget was used for that purpose.
- **What if my training is less than \$1,000? Do I get the balance that isn't used paid out to me?**
 - No.
- **If the external training requires travel, does that come from the \$1,000 training budget?**
 - Travel expenses will be allocated to the departmental travel budget and requires manager approval.