

Part 389 – Miscellaneous Reimbursement for Official Business Expenditures

IA389.01 Purpose

To establish the reimbursement procedure for certain expenses related to obtaining an Iowa Professional Engineering (PE) License.

IA389.02 Background

- A. NRCS Iowa recognizes the value professional licensure brings in terms of reputation and trust for partners and customers. Therefore, engineers are encouraged to obtain an Iowa PE license.
- B. General Manual Title 250 Part 404.45 Paragraph C, “Payment of Expenses to Obtain Professional Credentials and Licenses” allows NRCS to reimburse employees to obtain and renew their PE as part of our recruitment and retention efforts.
- C. NRCS Iowa will provide reimbursements not to exceed an all-time total of \$3,000 to NRCS engineers who pass the Fundamentals of Engineering Exam (FE), and/or who acquire an Iowa PE license for the following associated expenses. Only expenses incurred at the time of employment with the NRCS are eligible.
 - (i) Application fees
 - (ii) FE and PE Examination fees
 - (iii) Tuition for FE/PE Prep Course(s)
 - (iv) Books/Reference Materials
- D. In addition, NRCS Iowa will reimburse employees for Iowa PE Licensure Renewal up to \$250 every two years, or when engineers transfer to NRCS Iowa and seek licensure through comity.

IA389.03 Procedure

- A. The employee must request reimbursement by completing an electronic Optional Form (OF) 1164 (Claim for Reimbursement for Expenditures on Official Business) no later than 30 days before the end of the fiscal year in which the expense was incurred. No more than one request per fiscal year should be submitted. Include the evidence of passing the FE Exam or the PE License Number on the form. Electronically attach supporting documentation such as receipts for allowable expenses. Leave Block 4b blank (social security number). Sign Block 10. Submit to your supervisor for signature.
- B. The supervisor will review, sign Block 8, and forward to the Assistant State Conservationist for Management & Strategy (ASTC-M&S).
- C. If approved, the ASTC-M&S will submit to the FPAC Business Center for Processing.
- D. Expenses incurred while not employed by NRCS Iowa are not eligible. Employees who separate from the agency are not eligible for reimbursement after they leave employment.
- E. Any questions should be directed to the State Conservation Engineer.