

Training & Risk Management Program

Frequently Asked Questions

Who is eligible to submit a reimbursement request?

Any representative of a participating ERMA member agency may submit a request for reimbursement.

What is the maximum amount an agency may be awarded for reimbursement?

Each participating ERMA member agency is eligible for reimbursement of up to a total of \$2,500 per Program Year (July 1st – June 30th), determined by the date of the activity.

How are reimbursements issued?

Once the reimbursement has been reviewed and approved, a check for the eligible amount will be mailed to the agency at the address indicated in the reimbursement form.

How frequently are reimbursements processed?

Submissions are reviewed on a weekly basis and reimbursement checks are processed once per month.

Is there a cutoff date for submitting requests?

Reimbursement requests should be submitted with receipts as soon as possible during the Program Year in which the expense was incurred, but no later than July 31st following the expiring term.

What expenses qualify for reimbursement?

Expenses related to any loss-control activity whose primary purpose is to reduce risk and promote best practices associated with employment/human relations. Types of eligible activities include:

- Human Resources Certification
- Individual or group training (must have human resources/employment relations focus)
- Personnel/employee policy development

To confirm if your identified training or loss control activity qualifies for reimbursement, please contact [ERMA Training](#).

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What expenses do not qualify for reimbursement?

Ancillary expenses, such as hotel, food, or travel expenses, are not eligible for reimbursement. Additionally, any conference/meeting/activity whose primary focus is not employment practices – even if a portion of the activity is dedicated to employment practices – is not eligible for reimbursement (e.g., League of California Cities Annual Conference).

What are some examples of eligible activities?

- Any training topic offered in the [ERMA Training Program](#) for the current Program Year
- [IMPA-HR Conference](#)
- [SHRM Certification](#)
- [California Employers Association Membership \(the only approved membership\)](#)
- [CalPELRA Annual Conference](#)
- [Liebert Cassidy Whitmore Consortium](#)
- [Liebert Cassidy Whitmore Annual Conference](#)

Can requests be submitted for future activities?

No; requests will be reviewed and processed only after the activity has occurred, even if the agency paid for the activity in advance.

Who determines which activities are eligible for reimbursement?

The ERMA Board of Directors, with input and recommendations from staff, has final authority regarding the determination of eligibility.