Enterprise Learning Credit (ELC)

Information about Enterprise Learning Credits (ELC) reimbursement. You must submit a [Yale SOM Jira Ticketing System](https://jira.som.yale.edu).

### Enterprise Learning Credit (ELC)

Submit your reimbursement within 10 business after days returning from the trip through the online Reimbursement Request form in the [Yale SOM Jira Ticketing System](https://jira.som.yale.edu):

- Each student is eligible for up to $200.00 in Enterprise Learning Credits in each year of MBA, MAM, MMS, and EMBA study. The second year of funding for MBA students is not available until the start of a student’s second academic year at SOM.
- Credits may be used to support the cost of **travel and/or registration fees** for educational activities and courses (non-credit-bearing) related to a student’s professional development such as conferences, case competitions, and skills/training workshops.
  - Any unused portion of the first-year $200 credit is automatically rolled over to the following year of study.
  - ELC can only be used for activities and courses that occur during the academic year (or during your enrollment at SOM).
  - ELC credits do not affect the funds available for a wide range of student activities through the Clubs & Finance process.
  - ELC credits are not transferable between students.
    - **Please note:** students can only be reimbursed for expenses they can document having paid directly to the vendor. The student-to-student (shared expenses) is never reimbursable.
- Expenses that do not qualify for ELC funding include (but are not limited to):
  - Meals of any kind
  - Sports competitions
  - Travel or accommodation related to a job interview, credit-bearing course or activity, or Global Network Week
  - Vacation, holiday, or tourist travel
  - Printing and/or copying costs
  - Books and other materials
  - Memberships or subscriptions
  - Fees for licensure exams
  - Fees for credit-bearing courses (either towards a degree or courses that are required for licensure)

**Please note:**

- Additional documents may be required based on affiliation to Yale (e.g. W9/W-8BEN for supplier setup, tax documents, etc)
- **Forms of payment:**
  - **Acceptable:** Debit cards, Credit cards, Cash or Check
  - **Unacceptable:** Money orders, PayPal, Peer to Peer payments, 3rd party payments or purchases made with Venmo, Cash App or Zelle.
- **Proof of Payment:**
  - **Original detailed receipts:** An acceptable receipt is one that is printed on official letterhead or company stationery and that includes line item details such as the date(s) and description of each expense, a zero balance, and showing the last 4 digits of a credit card. All others must be accompanied by additional supporting materials (e.g. a credit card statement showing proof that an expense was paid with a personal credit card).

### Required Information/Documentation (Employee vs Supplier)

**Student University Forms and School of Management Club Links**
Help us improve

Your Rating:  
Results: 7 rates

Related articles

- Requisition to Purchase Order
- Student Club Purchasing
- Enterprise Learning Credit (ELC)
- Supplier Set Up and Change Requests
- Grubhub - Yale Corporate Account