



Financial Guidance for CDL School Enrollment

1. Tuition costs, up to \$6,000, are covered by the Training Section. The home unit is responsible for any costs above that amount.
2. If the employee's Department Head has given approval for the employee to obtain their Class A CDL Permit at the school instead of getting it prior to enrollment, any additional costs associated with obtaining that permit will be the responsibility of the home unit. (i.e. Base rate for tuition is \$4000, but if a permit is obtained at the school, it increases to \$4250, then the home unit is responsible for that \$250)
3. The preferred method of payment for CDL training is a TFS Procurement Card. Follow these steps to ensure a smooth process:
 - Submit a request for an increase to the Financial Accountant in charge of credit cards
 - Note that this purchase is exempt from the usual process that typically comes with making a purchase over \$5000 because it is training, so this process should be followed regardless of amount.
 - Enter a requisition in FAMIS so that a PO can be created to encumber the funds
 - **TFS cannot pay credit card processing fees to private entities. If a school adds a fee for using your credit card to pay for tuition, you need to get the school to send you an invoice and work with AP to have a check issued.**
4. All associated travel costs are the responsibility of the home unit. Report total travel costs (if applicable) to the Program POC.
5. Before payments are processed, an S# must be requested from the Program POC. S#'s are only valid in the FY in which they're requested.
6. If drug testing is required for enrollment in a CDL school, the employee must coordinate with the TFS Environmental Health & Safety Officer to complete. TFS employees are exempt from the requirement for DOT physicals (form CDL-10, Option 2).

However, if a school insists a physical is required for enrollment, the employee **must** seek one from an in-network physician. If payment is required, they must pay out of pocket and seek reimbursement for applicable co-pay costs in accordance with TFS Administrative Policy 10.09 - Employee License and Certification Fees. Employees cannot use a TFS procurement card to pay for drug testing or physicals.