

Summary

AeroVironment (AV) prioritizes employee professional development by sponsoring eligible full-time and part-time employees for business-related training, seminars, and conferences.

Policy

AV sponsors eligible employees for business-related training, seminars, and conferences that have been approved in advance by the employee's manager. Approvals are contingent on business constraints and the discretion of the department budget owner.

Eligible expenses include registration and enrollment fees, exam fees, textbooks, travel costs, and parking fees. Employees may use their AV corporate card or submit a check request payable to the vendor for pre-approved training expenses. Employees will not be reimbursed for professional development costs paid directly by the employee and submitted for reimbursement. Employees must provide evidence of completion to the Learning & Performance section of People & Culture within five (5) business days of completing any training course.

If an employee receives an advance or allowance for business-related professional development expenses that exceeds the actual expenses incurred, the excess amount must be refunded within 30 days.

AV's accountable plan complies with all applicable IRS regulations. However, if an employee does not provide the required documentation for a non-taxable business-related expense under this plan, AV may include the cost of the professional development program in the employee's income. Please refer to [IRS Publication 15-B](#) for more information.

Supplemental intern employees, temporary workers, and contractors are not eligible for business-related professional development sponsorship.

Disclosures

People & Culture maintains authority and discretion over decisions and circumstances not covered in this policy. AV reserves the right to amend or terminate this policy at any time without prior notice. Participation is voluntary and does not imply any expectation of continued employment, promotion, or compensation increase. This policy does not alter the rights of either the employee or AV under applicable law to terminate the employment relationship at any time, with or without cause.

Public

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