



Employer Reimbursement Guide

Everything you need to get the Hello Moxie Cohort funded by your company.

First: you deserve this investment. Full stop.

And the good news? Your employer might already have budget set aside for exactly this. Many companies — especially in tech — offer professional development dollars that go unused every year simply because employees don't know to ask. This guide gives you everything you need:

- An overview of the types of benefit programs your company may offer and what they typically cover
- Instructions on how to find what is available to you
- A walkthrough of what the reimbursement process might look like
- Guidance on building a strong case for approval
- Ready-to-use email templates to make your request

***Reframe before you ask.** This isn't a personal favor — it's a professional development investment with measurable returns. Leadership capability, resilience, strategic communication, and adaptability aren't soft skills. They're the skills that determine who gets retained, promoted, and trusted with more. When you frame it that way, the ask becomes a lot easier.*

What Is the Hello Moxie Cohort?

The Hello Moxie Cohort is a 6-month, mentor-supported leadership accelerator for women in tech, built on the Moxie Method — a five-phase framework grounded in somatic science, resilience research, and positive psychology. Capped at 16 participants, it develops skills that directly impact performance at work:

Self-Awareness & Emotional Regulation	Reduces leadership derailment; improves decisions under pressure
Resilience & Stress Management	Maintains performance and productivity during disruption
Strategic Communication & Voice	Strengthens influence, team trust, and cross-functional collaboration
Curiosity & Creative Problem-Solving	Drives innovation, reduces rework, accelerates learning
Leadership Presence & Social Influence	Expands organizational impact and readiness for greater responsibility
Flexibility & Agility	Enables effective navigation of change — non-negotiable in tech

Your Company Probably Already Has Budget for This

Most mid-to-large tech companies offer structured professional development benefits — and many employees never use them. Here are the most common programs and what they typically cover:

Annual L&D; / Professional Development Stipend

The most common. Many tech companies (Google, Meta, Salesforce, Microsoft, HubSpot, Shopify, and others) offer \$500–\$5,000/year per employee for external courses, coaching, conferences, and certifications. The Hello Moxie Cohort qualifies under this category.

Tuition Assistance / Education Benefits

Broader programs that often cover professional development, not just degrees. Companies like Amazon (Career Choice), Apple, Adobe, and LinkedIn offer annual education benefits ranging from \$2,000–\$5,250. Check if your company's policy covers non-degree programs — many do.

Leadership Coaching Budget

Many companies have dedicated coaching budgets — especially for high-potential employees or those moving into management. If you're being groomed for a leadership role, ask HR or your manager specifically about coaching funds.

Wellness or Personal Development Allowance

Some companies (especially startups and tech firms with flexible benefits) include mental wellness, resilience, or personal development as part of a broader lifestyle or wellness stipend. If your company uses a platform like Compt, Forma, or Benepass, check what categories are eligible.

ERG or DEI Program Budget

If your company has a Women in Tech ERG, DEI initiative, or inclusion-focused L&D; budget, this is another potential funding source. These budgets often cover exactly what Hello Moxie offers.

How to Find Out What You Have Access To

Before you make any ask, do a little recon. Here's exactly how: (Make sure to carefully review the reimbursement policy and note any questions you may have before reaching out to your manager or HR.)

1

Check your benefits portal first.

Log into your company's HR or benefits platform (Workday, ADP, Gusto, Rippling, etc.) and search for terms like "learning," "development," "education," or "coaching." Many companies list available stipends right there.

- 2** **Email or Slack HR directly.**

Keep it simple: "Hi — I'm looking into using our professional development or L&D; budget for an external leadership program. Can you let me know what's available, the annual limit, and how to submit a request or receipt?"
- 3** **Ask your manager.**

They may have discretionary budget you don't know about, or know exactly which bucket to pull from. A simple: "Do we have L&D; or coaching budget I could use this year?" is enough.
- 4** **Look for a company intranet or handbook page.**

Many companies document PD benefits in their employee handbook or internal wiki. Search for "professional development," "learning stipend," or "tuition assistance."
- 5** **Check with your ERG or DEI team.**

If your company has a Women in Tech or inclusion-focused group, they may have their own budget or know how others have gotten similar programs funded.

What the Reimbursement Process Actually Looks Like

Every company handles this a little differently, but here's what you'll most likely encounter:

<p>Pre-approval form</p>	<p>Depending on the company's reimbursement process, you may need to submit a pre-approval request before enrolling in a program. It might require you to fill out a specific form (online or on paper). Also consider that there could be a timeline policy for requesting reimbursement (submission deadlines). You'll typically find that the form asks for the program name, provider, cost, dates, and a brief description of how it relates to your role. Use the email templates below as your starting point, then convert your manager's approval into the form.</p>
<p>Direct enrollment + receipt submission</p>	<p>Other companies let you enroll and pay, then submit a receipt for reimbursement through their expense system (Concur, Expensify, Brex, etc.). Category: Professional Development or Training. Keep your invoice from Hello Moxie — we'll provide one.</p>
<p>Vendor invoice to AP</p>	<p>Some larger companies prefer to pay Hello Moxie directly. If that's the case, let us know and we can provide an invoice to your Accounts Payable team with all necessary details.</p>

Manager approval + HR sign-off	Many companies require both your manager's approval and an HR or finance sign-off for external programs over a certain dollar amount. Start with your manager, then ask them to help you navigate the HR or finance step.
Annual deadline awareness	Many PD budgets reset on a calendar or fiscal year. If you're close to the end of a cycle, now is actually the perfect time to use remaining budget before it disappears. Ask HR: "Does our PD budget roll over or reset?"

How to Build Your Case

1. Gather All Relevant Program Details

Begin by collecting complete and accurate information about the program. Page six of this guide includes the required details. Documenting registration fees, materials, certification costs, or any additional expenses demonstrates preparation, transparency, and respect for budget considerations. A well-documented request signals professionalism and thoughtful planning.

2. Explain the Benefits and Show ROI/Value

Explain how the training will support your current role, responsibilities, and team objectives. Focus on tangible, work-related outcomes rather than general professional growth. The goal is to clearly show how the organization benefits from the investment.

Identify a specific pain point or business challenge the organization is currently facing — restructuring, increased workload, leadership skill gaps, operational inefficiencies, or rapid growth. Then explain how the program directly addresses that challenge. For example, if there is a leadership capability gap, describe how the training will strengthen decision-making, communication, or change management skills.

Demonstrate return on investment by outlining measurable value. Explain how the new skills will improve team performance, increase efficiency, enhance employee engagement, or maintain productivity during periods of disruption.

3. Include an Implementation Plan (Knowledge Transfer)

Outline how you will apply what you learn once the program is completed. Training is most valuable when knowledge is actively implemented and shared. Describe how you will integrate new tools, frameworks, or strategies into your daily work.

Also explain how you will transfer knowledge to others. This may include sharing key insights with your team, presenting takeaways in a meeting, developing a short guide with best practices, or incorporating new approaches into existing processes. A clear implementation plan reinforces accountability and ensures the organization sees practical results from the investment.

Email Templates — Copy, Paste, Customize

Adjust any details to match your voice and your relationship with your manager.

TEMPLATE 1 | For a Supportive Manager

Subject: *Professional Development Opportunity — Hello Moxie Leadership Cohort*

Hi [Manager's Name],

I've been thinking about my development goals for this year and wanted to share something I believe aligns well with both my growth and our team's needs.

I'm interested in joining the Hello Moxie Cohort — a 6-month leadership accelerator for women in tech that launches May 12, 2026. The program combines structured leadership development with 1:1 mentorship, built on a research-backed framework that develops skills like resilience, strategic communication, leadership presence, and adaptability under pressure — areas that are directly relevant to where I want to grow and what our team is navigating.

I'm hoping we can use our L&D; or professional development budget to support it. I'm happy to share more about the curriculum or talk through how what I learn would translate back to the team — I'm already thinking about [specific idea].

Would you be open to a quick conversation?

Thank you for always supporting my growth.

[Your Name]

TEMPLATE 2 | For a More Formal or Results-Focused Manager

Subject: *L&D; Budget Request — Hello Moxie Leadership Cohort*

Hi [Manager's Name],

I'd like to request use of our professional development or L&D; budget for a leadership program I believe will have a direct impact on my performance and our team's outcomes.

The Hello Moxie Cohort is a 6-month leadership accelerator for women in tech that combines structured leadership development with dedicated 1:1 mentorship. It's grounded in resilience science, positive psychology, and evidence-based leadership development, and develops capabilities directly tied to measurable performance: self-awareness, strategic communication, adaptability, creative problem-solving, and leadership influence.

Research shows that gaps in these areas are among the leading drivers of leadership derailment and reduced team effectiveness — and that investing in them returns measurable value through improved retention, decision-making, and organizational impact.

Launch date: May 12, 2026. Format: 6-month cohort, capped at 16 women. I'm committed to bringing what I learn back to the team through [specific application].

I'm happy to provide additional details about the curriculum or outcomes framework. Thank you for considering this.

[Your Name]

What to Have Ready When You Make the Ask

Program name:	Hello Moxie Cohort
Program cost:	\$3,500
Launch date:	May 12, 2026
Format:	6-month, mentor-supported, capped at 16 women
Budget category:	L&D; / Professional Development / Leadership Coaching / Education Benefits
Your ask:	Full or partial reimbursement through company PD or coaching budget
Your offer:	How you'll apply and share learnings with your team
Documentation:	Hello Moxie can provide an invoice or vendor letter for your company's records

You've already done the hard part — deciding you're ready for more.

If you have questions about the program, need a custom invoice for your company, or want support framing your ask, reach out. We're rooting for you — before you even step into the cohort.

For questions, please contact us at support@hellomoxie.us.

With Moxie, Nicole & the Hello Moxie Team hellomoxie.us