



Name: _____ **Date:** _____

Conference or Symposium / Date: _____ **Supplies or Equipment**
 Research Trip / Date: _____ **Other:** _____

Please describe your Professional Development activities or purchases:

How will you and the University benefit:

Proposed Expenses and Budget:

_____ \$ _____
 _____ \$ _____
 _____ **Total** \$ _____

Eligible Funds \$ _____

Reimbursement request

OR

Receipts to follow

Upon completion of PD expenditures, please submit original receipts.

Will you be absent for duty days? Yes No
Will a replacement be required? Yes No

If yes, approval from the Dean/Administrative Supervisor is required.

Approved: _____
 Dean/Administrative Supervisor Signature

Applicant Signature: _____

PD Committee Recommendation:

_____	_____
Faculty	Administrators
_____	_____
Faculty	Administrators
_____	_____
Faculty	Administrators

Approval: _____
 Vice President Academic



**Faculty Professional Development Fund Procedure
Pedagogy + Practice**

How to Submit a Request

1. Complete and sign the form.
2. Forward the form to the PD Committee (c/o Human Resources) for consideration. Examples of eligible expenditures include: purchasing any equipment such as cameras, computer, software, art supplies, books, equipment rental, studio rental and art assistants.
3. The committee will make a recommendation to the Vice President Academic.
4. Notification of the disposition of your application will be issued by Human Resources.
5. To claim PD related expenses:
 - a. If requesting reimbursement of monies already spent, please attach original receipts to your application. Human Resources will forward to Financial Services for payment.

OR

 - b. If requesting pre-approval of expenses, upon completion of PD expenditures, please submit relevant receipts with a Payment Voucher (and an Expense Claim Form for any travel costs, if applicable) to Financial Services.

Please note: receipts must be submitted within the current fiscal year and boarding passes must be submitted with travel receipts.