



Name: _____

Date: _____

Please attach a typed one page description of your proposed PD activities or professional contribution, including how you and the University will benefit from your participation.

Proposed Expenses and Budget:

	\$ _____
	\$ _____
	\$ _____
Total:	\$ _____
Amount Approved:	\$ _____

Reimbursement request *(please attach original receipts)*
or
 Eligible receipts to follow *(upon completion of PD expenditures, please submit relevant receipts)*

If amount requested is over \$1,000, would you like to also draw from any available funds in the Pedagogy + Practice fund? Yes No

Will you be absent for duty days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approval from the Dean/ Administrative Supervisor is required.
Will a replacement be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 Scholarship + Research

How to Submit a Request

1. Complete and sign the Application form. Attach your one page proposal and any relevant material such as letter of invitations, conference brochures, etc. Please include such factors as:
 - *If attending a conference - will you be a keynote speaker?*
 - *Were you invited to attend? Will you be presenting a paper or artist's talk?*
 - *Are you exhibiting or screening your work? If so, what is the context?*
 - *Why is attending this event important to you and Emily Carr?*
 2. If you will be absent for duty days you are required to obtain prior approval from the Dean/Administrative Supervisor.
 3. Forward the form to the PD Committee (c/o Human Resources) for consideration. PLEASE NOTE that the Committee reviews applications three times during the academic year so applications must be submitted by one of three dates: September 15, January 15 and May 1.
 4. The Committee will make a recommendation to the Vice President, Academic.
 5. Notification of the disposition of your application will be issued by Human Resources.
 6. Once approved you may pay the fees and register personally (funds will be reimbursed) or forward registration information and a cheque requisition to Financial Services for processing.
 7. To claim PD related expenses:
 - a. If requesting reimbursement of monies already spent, please attach 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.
8. On completion you will be required to submit a brief report (no more than 300 words) to the PD Committee or provide a presentation to the Emily Carr community on your experience and how you and the University benefited from your attendance.