



**APPLICATION FOR ADMINISTRATIVE PROFESSIONAL DEVELOPMENT FUNDS**

The purpose of the \$500 professional development fund is to provide assistance to members of the Administrative Staff who wish to take courses or attend seminars or workshops related to their job. A staff member must submit an application for professional development expenses **PRIOR** to undertaking the activity.

Name: \_\_\_\_\_

Date(s) of Proposed Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose (Describe Briefly): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Application: \_\_\_\_\_  
month/day/year

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Supervisor

Details	Amount		Approved	Amount	
Travel					
Per Diem Allowance					
Accommodation					
Registration					
Other					
Total					

Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion.

\* See reverse side for Professional Development Policies

FOR HUMAN RESOURCES USE ONLY	
Account #	_____
Unencumbered	_____
Date	_____
Initials	_____

1. The purpose of the \$500 professional development fund is to provide assistance to members of the Administrative Staff who wish to take courses or attend seminars or workshops related to their job.
2. The \$500 is not intended to cover all the expenses incurred, but can be used as follows:
  - (a) Eligible travel expenses, including transportation, food and accommodation as outlined in the University's Travel Expense Policy.
  - (b) Tuition fees for courses external to Nipissing University.
  - (c) Registration fees for attendance at conferences, seminars, workshops and similar activities.
  - (d) Books and subscriptions to professional and/or scholarly journals.
  - (e) Membership fees for professional designations that are a bona fide requirement of the employee's job and/or learned societies related to the employee's professional development.
3. Prior to undertaking the activity, employees must complete an Application for Administrative Professional Development Funds, which is available on the Human Resources website. The application must provide as much detail as possible and must be pre-approved by the supervisor prior to submission to the Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion. The Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion will review all applications and will notify the employee whether or not their application is approved.
4. All fees/purchases must adhere to Nipissing University purchasing policies.
5. Unspent amounts in an employee's PD fund will not carry forward; however, with the approval of the supervisor and the Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion, employees may make an application for consideration of carrying forward one (1) year's entitlement for participation in a more expensive activity.