



APPLICATION FOR ADMINISTRATIVE PROFESSIONAL DEVELOPMENT FUNDS

To claim expenses for travel, conferences or courses, a staff member must first make application for travel, conference or course assistance **PRIOR** to undertaking the activity. Expenses will be paid within the limits (\$500) established by the Board of Governors for travel, conference or course assistance.

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					

Director, Human Resources

* See reverse side for Professional Development Policies

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

1. The purpose of the \$500 professional development allotment is to provide assistance to members of the Administrative Staff to attend professional meetings and/or conferences related to their field of specialization.
2. The \$500 is not intended to cover all the expenses incurred, but can be used as follows:
 - (a) Return economy fare or actual cost incurred if an alternate means of transportation is used.
 - (b) The current per diem rate per day will be paid to Administrative Staff to cover meals and gratuities.
 - (c) Registration fees to a maximum of \$500 will be paid.
 - (d) The following original receipts must be submitted with your expense claims: accommodation, registration, air, bus and train fares.