



Professional Development Fund
Rejected Claims Resubmission Form

Contact Information

1. First Name

2. Last Name

3. Banner ID

4. Best email to reach you at

5. Faculty

6. Name of Department

Professional Development Expenses

What is the professional development expense for? (e.g., conference, association/ membership fees, computer, books/subscriptions etc.)

Please provide a clear case for how the expense supports your classroom/teaching needs or professional development as a professional, academic, or expert in your discipline(s).

Please provide receipts/invoices and/or proof purchase/certificate/registration/membership, etc. that include dates. Include in email to vp.unit2@cupe4600.ca with this completed form and list what you have included here.

Please provide proof that a past application was rejected by Carleton (e.g., an email from labour relations). Include in email to vp.unit2@cupe4600.ca with this completed form and list what you have included here.

Attestations

I attest that these expenses support my classroom/teaching needs and/or development as a professional, academic, or expert in my discipline(s).

I understand that for reporting and record-keeping purposes, information submitted to this form will be kept on file for a minimum of five (5) years.

I understand that if my application is approved and I do not accept the funds within 4 months, that they will be forfeit and cannot be resubmitted.

I understand that I am solely responsible for reporting my taxable earnings and that I will not receive any tax documents from CUPE 4600.