



Professional Development Fund

Teaching Related Expenses Application 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

Teaching Related Expenses

7. Please list the teaching related item(s)/materials(s) (e.g., textbook/journal, computer, printer)
8. Please provide a clear, rational case for how the expense supports your teaching duties at Carleton.
9. Please provide receipts/proof of purchase that include date of purchase (email along with form to vp.unit2@cupe4600.ca). Please list the files you will email here:

Attestation

I attest that these purchases are teaching related.

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.