



## **Professional Development Fund**

### **Professional 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

## Professional Expenses

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7. What is the professional development expense for? (e.g., conference, association/membership fees)
8. Please provide a clear, rational for how the expense supports your professional development as a professional, academic, or expert in your discipline(s) or your work as a teacher.
9. Please provide proof of purchase (e.g. receipts/certificates/registration) that include date of purchase (email along with form to [vp.unit2@cupe4600.ca](mailto:vp.unit2@cupe4600.ca)). Please list the files you will email here:

## **Attestations**

I attest that these expenses support my development as a professional, academic, or expert in my discipline(s) and/or my work as a teacher

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.