



# PROFESSIONAL DEVELOPMENT EXPENSE

For CONTINUING Administrative/Professional Staff (See Policy AD10.11) and Excluded Staff (see Policy AD9.22). **Only ONE expense statement for reimbursement may be submitted in each calendar year.**

## Section A: To be completed by Employee

<b>SFU ID#</b>	<input type="text"/>	<b>APSA</b>	<input type="checkbox"/>	<b>Excluded</b>	<input type="checkbox"/>	<b>Date</b>	<input type="text" value="Day"/>   <input type="text" value="Month"/>   <input type="text" value="Year"/>
<b>Employment Type</b>	Continuing Full-Time		Continuing Part-Time		(Biweekly hours	<input type="text"/>	)
<b>Employee Name</b>	_____						
	<i>Last</i>		<i>First</i>			<i>Initial</i>	
<b>Department</b>	_____		<b>Email</b>	_____		<b>Local</b>	_____

<b>Eligible Expenses Claimed (Attach ORIGINAL RECEIPTS ONLY)</b>	
Professional Dues, Subscriptions, Journals and Books	\$ <input type="text"/>
_____	
Equipment, Including Computer Hardware and Software	\$ <input type="text"/>
_____	
Conference Fees, Including Travel & Associated Expenses	\$ <input type="text"/>
_____	
_____	<b>TOTAL \$</b> <input type="text"/>
_____	<input type="text" value="Day"/>   <input type="text" value="Month"/>   <input type="text" value="Year"/>
<i>Signature of Claimant</i>	<i>Date</i>

## Section B: To be completed by Human Resources

		<b>Account: 5950-11-9760-93220</b>
<b>Approved</b>	_____	<i>Amount Payable</i>
	<i>Human Resources</i>	\$ <input type="text"/>
	<input type="text" value="Day"/>   <input type="text" value="Month"/>   <input type="text" value="Year"/>	
<b>Entered by</b>	_____	
	<i>Signature</i>	
	<input type="text" value="Day"/>   <input type="text" value="Month"/>   <input type="text" value="Year"/>	

### Professional Development Collection of Personal Information

The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, C.468, S.27(4)(a)) and Policy AD10.10. The information is related directly to and needed by the University to process professional development expense claims. The information will be used to issue reimbursement to staff for professional development expenses. If you have any questions about the collection and use of this information, please contact the Learning and Development Coordinator, Human Resources, Simon Fraser University, telephone 778-782-5662.