

Date	Supplier	Description	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
*Attach original receipts / invoices			\$ _____

 Name of claimant ID# Department

 Signature of Claimant Date (DD/MM/YYYY)

The following conditions apply:

- 1 Books and/or periodicals and equipment and/or instruments remain University property, and must be used solely for the purposes of professional development.
- 2 The amount available may be carried over for a maximum of three contract years, but funds cannot be overdrawn.
- 3 The allowances are payable at any time during the three-year period upon presentation of receipts or paid invoices.
- 4 Tuition costs shall be judged allowable by the appropriate Dean normally before the study shall be undertaken.
- 5 Faculty members and professional librarians on less than twelve month contracts, but teaching a full load for the academic year, will receive professional development allowance pro-rated according to their term of employment. For example, a nine month appointment would be entitled to ¾ of the annual rate.
- 6 Claims must be supported by an original paid invoice of an original receipt. Receipts must indicate items purchased and if GST is included.

FOR ACCOUNTING OFFICE USE ONLY

Department Number:	<u>282000</u>	Invoice Amount:	\$ _____
Class Number:	<u>0</u>	Comm Rev.	\$ _____
Invoice Date:	_____	P.S.T.	\$ _____
Invoice Number:	_____	G.S.T. Amount	\$ _____
P.O. Number:	_____	G.S.T. Code	\$ _____
Supplier Number:	_____	ID Number:	_____

When completed and signed, please return this form to the Accounting Office.