



September 1st to August 30

APPLICATION FOR PROFESSIONAL DEVELOPMENT ALLOWANCE

Please forward this application to the Accounts Payable Office (Irene Tower)

Members of FUNSCAD Unit II shall be entitled to be reimbursed for up to \$1,585.00 of receipted expenditures per year for:

- equipment or materials related to NSCAD employment or curriculum;
- travel to a professionally related conference or seminar,
- books magazines, computer software, scholarly journals and technical materials or publications;
- Professional memberships and course fees.

Name: _____ Date: _____

Title: _____ Department: _____

BENEFIT REQUESTED FOR THE FOLLOWING ITEMS:

ITEM(S)/PURPOSE- Please list each item for which you have supplied a receipt COST

TOTAL AMOUNT REQUESTED Items \$ _____

TUITION FOR COURSES, SEMINARS, WORKSHOPS

INSTITUTION (NAME) NAME OF COURSE FEES PAID

_____ \$ _____

TOTAL AMOUNT REQUESTED \$ _____

BUSINESS OFFICE USE ONLY

Process for Approval:

*Form will be forwarded to the Office of Academic Affairs for expense approval.
Approved form to be sent to finance for processing.*

To Be Completed by Accounts Payable:

Prior Balance:	\$
Total Amount Requested	\$
Remaining Balance	\$

GL Account No. _____

Office of Academic Affairs Approval:

Name, Title

Date