

## PROFESSIONAL DEVELOPMENT REIMBURSEMENT – CLAIM FORM (APRIL 1 – MARCH 31)

Faculty Member: \_\_\_\_\_

Division: \_\_\_\_\_

Describe the nature of your current professional/scholarly activity:

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Items purchased (include name of vendor and amount: Attach **ORIGINAL** receipts):

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Total Amount Requested: \$ \_\_\_\_\_ (Note that the minimum claim is \$250.00 or the balance remaining on the account.)

**Describe briefly how the above items support your professional, scholarly or teaching activity:**

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**To be completed by faculty member:**

Division Account # \_\_\_\_\_

**TOTAL PDR ALLOCATION:** \$ \_\_\_\_\_

**AMOUNT SPENT TO DATE:** \$ \_\_\_\_\_

**AMOUNT CLAIMED:** \$ \_\_\_\_\_

**BALANCE:** \$ \_\_\_\_\_

Please forward the completed request with original receipts to the Accounts Payable Office for the amount requested:

**Approved by the Vice-President (Academic and Research):**

\_\_\_\_\_ **Date:** \_\_\_\_\_