



UNIVERSITY OF BRITISH COLUMBIA

FACULTY PROFESSIONAL DEVELOPMENT REIMBURSEMENT CLAIM FORM

For members of the faculty bargaining unit.

Please submit this form with a Requisition for Payment (top portion filled out only with a contact name and number) and original receipts to Requisition Processing in Financial Services (Room 305, GSAB, Campus Mail, Zone 1).

Name, Rank, Department, Empl ID#, Phone #, Mailing address

LIST OF EXPENSES (Please itemize each purchase and attach corresponding numbered receipts)

Table with columns: Item, Account Code, Transaction Dt, Amount

Borrowing? Yes [checkbox] Total Expenses

I understand and agree that any borrowed future entitlement under the Professional Development Reimbursement Expenses Administrative Guideline constitutes a credit obligation owed by me to the University.

I understand that as a non-taxable benefits, goods purchased with the Entitlement remain the property of the University.

I understand that I may not borrow past my appointment end-date.

If I leave the employ of the University for any reason, including resignation, retirement, or termination, I authorize the Department of Financial Services to assign to the University any wages or other monies owed to me in order to satisfy any credit obligation that I may incur under the Professional Development Reimbursement Expenses Administrative Guideline.

Member Signature, Date, Head or Director name, Signature of Head/Director, Date, Dept Contact Name, Phone

Information regarding your balance can be obtained through Employee Self-Serve, details on which are found at: www.hr.ubc.ca/faculty_relations/compensation/pdr_balance.html. Question may also be directed to 822-2044.

The Professional Development Reimbursement Expenses Administrative Guideline can be found on the web at: www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html.