



OCAD University Professional

Development Expense Form

CLAIM FOR REIMBURSEMENT OF TRAVEL AND PROFESSIONAL DEVELOPMENT EXPENSES FOR ALL OCADU CONTINUING, PROBATIONARY AND TENURED FACULTY, TECHNICIANS AND ACADEMIC COUNSELLORS

REGULATIONS CONCERNING PROFESSIONAL DEVELOPMENT EXPENSES

- 1 OCADU faculty may draw on these funds, once per annum, at any time that the faculty member has accumulated the maximum allowable receipts between **June 1 and May 31** to defray his/her legitimate expenses pursuant to **Article 21 of the MOA**.
- 2 Expenditures must relate to the faculty member's particular current professional and teaching duties and be in the general nature of:
 - a) Books, periodicals, materials, supplies or equipment.
 - b) Travel expenses. If travel costs are being claimed, please complete and attach travel expense claim form and supporting receipts.
 - c) Membership dues in professional associations or learned societies.
 - d) Professional training and related expenses.

***** RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR.*****

CLAIMS SHOULD BE SUBMITTED TO THE OFFICE OF THE VICE-PRESIDENT, ACADEMIC FOR APPROVAL

To the Director of Finance:

Please issue a cheque for the total shown to:

Name Faculty Telephone

Workload

covering the following expenses incurred and paid in accordance with the regulations as set out above.

PLEASE PROVIDE AN ITEMIZED LIST OF EXPENSES AND ORIGINAL RECEIPTS. If the space below is not sufficient, attach an additional page.

	<u>Amount</u>
a) \$	
b) \$	
c) \$	
d) \$	
TOTAL	\$ _____

I certify that this claim is in accordance with the above regulations. This claim pertains to the fiscal year ending May 31.

Date _____

Signature of Claimant

Date _____

Budget Approval
Office of the Vice-President, Academic

Signature of the Director of Finance