



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Please describe or attach a description of the requested Professional Development activities:

Please describe or attach a description of how your activities will:

- Develop your professional skills.
- Be of benefit to you and the University.
- Is relevant to your job or aspirations at Emily Carr.
- Provide exposure to ideas relevant to Emily Carr.
- Increase your knowledge and contribution/effectiveness.

Dates of Activity: \_\_\_\_\_ Leaving ( ) Returning ( )

Actual Number of Work Days Absence Requested from Emily Carr (Including Travel Time): \_\_\_\_\_

Proposed Budget Please provide details including taxes, per diems, and additional expenses (See Over).

	<b>TOTAL FUNDS</b>		

Comments Regarding Other Sources of Funding (If Requested Amount Over Allocation Guidelines):

**TO BE COMPLETED BY SUPERVISOR**

Will a replacement be required? YES  NO

Comments on the Professional Development Request:

SIGNATURES	DATE	PD COMMITTEE MEMBER
_____ Employee	_____ Date	_____ PD Committee Member
_____ Supervisor	_____ Date	_____ PD Committee Member
_____ Associate Vice-President, Human Resources	_____ Date	_____ PD Committee Member

## APPLICATION FOR PROFESSIONAL DEVELOPMENT PROCEDURES + GUIDELINES

### HOW TO SUBMIT A REQUEST

- 1 Complete and sign the form (attach brochure).
- 2 Forward the form to your supervisor for his/her approval and signature.
- 3 Forward the form to the PD Committee (c/o Human Resources) for consideration.
- 4 Notification of the PD Committee's decision will be issued by Human Resources.
- 5 Once approved you may pay the fees and register personally (funds will be reimbursed) or forward registration information and a cheque requisition to Human Resources for processing.
- 6 On completion, you will be required to submit a brief report to your supervisor and the PD Committee on your experience and how you and the University benefited from your attendance.
- 7 To claim PD related expenses, complete an Expense Claim Form and submit with a payment voucher and receipts to Financial Services. All expense claims must be submitted within one month of completion.

### EXPENSE CLAIMS

**Car Allowance:** When travelling by privately owned vehicle, usage shall be reimbursed at the rate of \$0.48 per kilometer, or the cost of the trip by the designated commercial carrier(s) that is/are available, whichever is the lesser rate. The onus is on the employee to ensure appropriate insurance coverage on their vehicle when used for business use.

**Air Travel:** All air travel shall be economy class, and at the best rate available. Every effort should be made to book flights in order to receive the greatest discount. (Please submit boarding pass with claim).

**Weekend Travel:** Some airlines reduce air fares as much as 60% or more if a Saturday stay over at the destination is made. In that case, if the reduction in the airfare is more than the extra expense in the hotel, the University will reimburse the costs of the extra hotel nights. This option is to be exercised at the individual's discretion.

**Car Rental:** Car rental is not normally authorized unless other forms of transport (taxi, airport limo service, public transit, etc.) are not viable. When car rental has been approved, the University will reimburse the cost of a compact or mid-sized car rental, and gas BY RECEIPT. Car rentals must be at the Provincial Government rate and every effort must be made to obtain a car from agents who offer this rate. Insurance must be obtained through the car rental agency.

**Accommodation:** Hotel rooms shall not be reimbursed at amounts greater than the Provincial Government rate at that hotel. Should that rate not be available, then individuals are to exercise reasonable judgement and obtain the best rate possible. Should private lodging be used, the maximum claim allowance shall be \$30 per night.

**Meal Allowance:** When travelling on University business, meals shall be reimbursed at the following rates: breakfast \$10, lunch \$15, dinner \$25. Receipts are not normally necessary for meals. In the event that meal costs exceed the amount allowable, then receipts must be provided. Where meals are provided at no cost to the individual, then no claim shall be allowed for such meals.

**Phone Calls:** The University will reimburse local phone calls. Reimbursement for long distance phone calls to the University will be allowed and reimbursed. One five-minute long-distance phone call to the individual's home will be reimbursed for every two days of travel while on University business. We recommend use of phone cards to reduce long distance charges.

**Gratuities/Miscellaneous:** A per diem of \$10 a day while on travel status will be reimbursed without receipts to cover such items as gratuities and miscellaneous expenses.

**Advances:** An advance of funds will be permitted. The amount of the advance will not exceed 80% of the estimated total of the trip based on an itemized projection of expenses.

**Other:** The University will not pay any expenses for spouses or family members to accompany the employee. The University will not pay for extraneous items (such as movie rentals, dry cleaning, etc.).