

Professional Development Fund Application Form

For Office/Clerical, Technical, Educational Assistants and Custodial/Maintenance Staff

To be submitted to the CUPE PD Fund Secretary AS SOON AS POSSIBLE

Name: _____ Worksite: _____

Check Appropriate Area:

- Office/Clerical Technical
 Educational Assistant Custodial/Maintenance

Employment Status:

- Permanent Temporary

Position: _____ Title of the PD Activity: _____
(Please attach additional information if possible)

Value of Attending the Professional Activity: _____

Date(s) of the Professional Activity: _____

Location & Provider (Institution): _____
If Professional Activity is not held in Ontario please be prepared to provide rationale when requested.

Supply Needed? (please circle one): YES or NO Number of Days: _____

Registration Fee: \$ _____

****Only registration expenses that are supported by receipts will be reimbursed. ****

Distance Travelled (round trip): _____ kilometers
(Please note: Reimbursement will be at the current TLDSB rate to a maximum of \$150)

Other Expenses: _____
(Consideration for textbooks / software required by course outline. Receipts and course outline must be submitted.)

Signature of Applicant: _____ Date: _____

Acknowledgement of Principal/Supervisor: _____ Date: _____
(If absence from your worksite during paid time is required)

Please Forward completed application via email to pdfund@cupe997.ca