



**Simon Fraser University
PROFESSIONAL DEVELOPMENT EXPENSE**

For CONTINUING Administrative/Professional Staff (See Policy AD10.11)
and Excluded Staff (see Policy AD9.22)

Only ONE expense statement for reimbursement may be submitted in each calendar year.

Section A: To be completed by Employee

SFU ID#	<input type="text"/>	APSA <input type="checkbox"/>	Excluded <input type="checkbox"/>	Date	<input type="text"/>
Employment Type	<input type="checkbox"/> Continuing Full-Time	<input type="checkbox"/> Continuing Part-Time	(Biweekly hours <input type="text"/>)		
Employee Name	<input type="text"/>				
	<i>Last</i>	<i>First</i>	<i>Initial</i>		
Department	<input type="text"/>	Email	<input type="text"/>	Local	<input type="text"/>

Eligible Expenses Claimed (Attach ORIGINAL RECEIPTS ONLY)	
<input type="checkbox"/> Professional Dues, Subscriptions, Journals and Books	\$ <input type="text"/>
<input type="checkbox"/> Equipment, Including Computer Hardware and Software	\$ <input type="text"/>
<input type="checkbox"/> Conference Fees, Including Travel & Associated Expenses	\$ <input type="text"/>
<input type="text"/>	TOTAL \$ <input type="text"/>
<input type="text"/>	<input type="text"/>
<i>Signature of Claimant</i>	<i>Date</i>

Section B: To be completed by Human Resources

		Account: 11-83114-5939
Approved	<input type="text"/>	<i>Amount Payable</i>
<i>Human Resources</i>	<input type="text"/>	\$ <input type="text"/>
Entered by	<input type="text"/>	
<i>Signature</i>	<input type="text"/>	

Professional Development Collection of Personal Information

The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, C.468, S.27(4)(a)) and Policy AD10.10. The information is related directly to and needed by the University to process professional development expense claims. The information will be used to issue reimbursement to staff for professional development expenses. If you have any questions about the collection and use of this information, please contact the Learning and Development Coordinator, Human Resources, Simon Fraser University, telephone 778-782-5662.