



**September 1<sup>st</sup> 2010 to August 30, 2011**

**APPLICATION FOR PROFESSIONAL DEVELOPMENT ALLOWANCE**

*Please forward this application to the Accounts Payable Office (Irene Tower)*

Members of FUNSCAD Unit II shall be entitled to be reimbursed for up to \$1,585.00 of receipted expenditures per year for:

- equipment or materials related to NSCAD employment or curriculum;
- travel to a professionally related conference or seminar,
- books magazines, computer software, scholarly journals and technical materials or publications;
- Professional memberships and course fees.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

**BENEFIT REQUESTED FOR THE FOLLOWING ITEMS:**

ITEM(S)/PURPOSE- Please list each item for which you have supplied a receipt COST

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**TOTAL AMOUNT REQUESTED Items \$ \_\_\_\_\_**

**TUITION FOR COURSES, SEMINARS, WORKSHOPS**

INSTITUTION (NAME)      NAME OF COURSE      FEES PAID

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_**

**BUSINESS OFFICE USE ONLY**

**Process for Approval:**

*Form will be forwarded to the Office of Academic Affairs for expense approval.  
Approved form to be sent to finance for processing.*

**To Be Completed by Accounts Payable:**

Prior Balance:	\$
Total Amount Requested	\$
Remaining Balance	\$

GL Account No.10-1- \_\_\_\_\_

**Office of Academic Affairs Approval:**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date