

P.E.A. CENTRAL PROFESSIONAL DEVELOPMENT FUND APPLICATION

Please ensure you have reviewed the PEA ProD Section on the Human Resources web page (under 'Services - Compensation & Benefits' tab) prior to completing this application form:

NAME _____ V00# _____

POSITION _____ DEPT _____

Email _____ Phone _____

Date of last application to Central Fund (if applicable) _____

For Committee Use Only Amount Approved: \$ _____ Notes: PEA Rep: _____ PEA Rep: _____ UVic Rep: _____ UVic Rep: _____
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Total estimated expenses \$ _____

Funded as follows:

Your personal Professional Development Expense Account \$ _____

If some or all of your personal professional development expense account (PDEA) is being held for a legitimate purpose pursuant to the PDEA guidelines and procedures (for example 2.00 (d) of the PDEA Procedures) please have your supervisor confirm the fact by signing here.

Supervisor's Signature

Department contribution \$ _____

Amount being requested from Central Fund \$ _____

Description of Proposed Professional Development Expense:

Is the purpose of this claim to attend an (event/conference/program etc.) at:

University of Victoria, or an **External Institution**

- **Conference and travel** (provide dates and purpose e.g. workshops, seminars, academic or professional conferences. **Attach budget and program, brochure or other description**):

- **Professional Development Program Expenses directly associated with the member's work** responsibilities (provide a brief description e.g. tuition, course or registration fees, books, journals, materials, page charges, etc.):

Description of Benefit to the University:

Member's Signature

Date

Department Chair/Director/Head

Date

Submit completed form to Human Resources by **Jan 31**, **May 31** or **Sept 30** as applicable.

Note: As non taxable benefits, any goods, books or equipment purchased from the Central Fund will remain the property of the University. 15/03/2017

When filing your tax return, please be aware of the following CRA conditions regarding the reporting of the amount received through the PEA Central Fund: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/dctn/ttn-eng.html>