

# **CUPE 3913 - Unit 2 - Sessional Instructors**

## **Professional Development Reimbursement (PDR)**

Please complete this form, attach original receipts in support of your PDR claim, sign and have your Chair (or Chair's designate) sign below.

Details regarding PDR are outlined on p. 64 of the CUPE 3913 Unit 2 Collective Agreement.

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### **Professional Development Reimbursement**

On an annual basis commencing in September of each year, the University will make available a professional development fund: September 2010 - \$15,000 (minus the \$10,000 already disbursed); September 2011 - \$20,000; September 2012 and after - \$25,000. The purpose of this fund is to offset costs to the Sessional Lecturer to participate in academic conferences/seminars or to purchase materials in support of their professional/ academic development. A Sessional Lecturer is entitled to such reimbursement to a maximum of \$300 once per academic semester and subject to the availability of funds (total reimbursement for all Bargaining Unit members cannot exceed the amount available per year). In addition, any funds remaining in the pool may be transferred from one year to the next. Reimbursement to the allowable maximum is made upon receipt of original receipts detailing expenses. (See Appendix 'F' p. 64 of the Unit 2 Collective Agreement).

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Department Address: \_\_\_\_\_  
Academic Year and Semester this Request Applies to: \_\_\_\_\_  
Department: \_\_\_\_\_  
Course Number and Title: \_\_\_\_\_

Description of PDR Request (e.g. seminar/conference attended, materials purchased, etc.):

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TOTAL Requested: \$ \_\_\_\_\_

Applicant: \_\_\_\_\_ date: \_\_\_\_\_  
Chair (or designate): \_\_\_\_\_ date: \_\_\_\_\_

**Forward this form with original receipts attached, to:**  
**The office of Academic Staff Relations, 4th Floor, University Centre.**  
**Reimbursement will be delayed if receipts are not received with request.**  
**Reimbursement will be mailed to home department.**