

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 Page 56 of the current CUPE 3913 Unit 2 Collective Agreement and quoted here for your perusal.

Professional Development Reimbursement

On an annual basis, commencing in September of each year, the University will make available a professional development fund of \$10,000. 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 \$200 once per academic semester and subject to the availability of funds, (total reimbursement for all bargaining unit members can not exceed \$10,000 per year). In addition, any remaining funds cannot be transferred from one year to the next.

Reimbursement to the allowable maximum is made upon receipt of original receipts detailing expenses (p. 56, Unit 2 CA).

Name: _____

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.):

Applicant: _____ date: _____

Chair (or designate): _____ date: _____

Forward this form with original receipts attached to Employee Relations, 5th Floor, University Centre.
Reimbursement will be delayed if receipt is not received with request.
Reimbursement will be mailed to home department.