Greater VICTORIA School District

CANADIAN UNION of PUBLIC EMPLOYEES
COURSE/SEMINAR REIMBURSEMENT

Date:	**School/Dept:**
Name:	**Employee Number:**

Reimbursement for courses/seminars is available to all CUPE staff appointed to a permanent position who have completed probation. The maximum amount per year that can be used for one individual is $150.00. These funds can be used only for courses and seminars that are within your job description or to enhance job related skills. **Requests must be approved by the Director of Human Resources and your principal or supervisor prior to registration.** The Human Resource Services Department will review each request and determine eligibility. **If approved, funds will be set aside for reimbursement**. **Original receipts must be submitted to Human Resources for reimbursement after the course or seminar has been completed.**

Course/Seminar Name: _____ _____			Time of Course/Seminar: ☐ All day ☐ Morning only ☐ Afternoon only
Date(s) of Course/Seminar:	From	To	Cost of Course/Seminar: $
			Original receipts must be submitted to Human Resources for reimbursement after the course or seminar has been completed.

I am currently employed as a _____

The reason I am taking this course/seminar is:

_____

_____

Name of Principal/Supervisor: _____ Principal/Supervisor
(Please print) Approval: _____

Human Resources	Approved:	Date:
	Not Approved:	Date:
Reason(s):		

Please be aware that once funds have been approved, the **original registration receipt must be forwarded to Human Resource Services in order to process your reimbursement**. Photocopies will not be accepted. Copy of certificate or document should be placed by you in your personnel file.

Please return this completed form to Human Resource Services.