



CUPE 947 Pro D APPROVAL & REIMBURSEMENT APPLICATION

| | |
|----------------------|-------------------------|
| Name: | Date: |
| School/Dept.: | Employee Number: |

PLEASE READ THE FOLLOWING CAREFULLY

- ✚ All CUPE 947 staff appointed to a permanent position, and who have completed their probation, are granted a maximum of \$150 per year to be used for course work and training in areas that relate to their job description or to enhance job related skills.
- ✚ All requests MUST be approved prior to registration. Human Resources will review each request to determine eligibility and funding availability prior to approval. Notification of approval, or denial, will be by District email.
- ✚ Following approval, funds will be set aside for reimbursement upon completion of the course or training seminar.
- ✚ Staff attending courses will pay for the course or training and, where possible, submit original receipts for reimbursement.
- ✚ The employee is responsible for providing copies of completion certificates to Human Resources for the employee file.
- ✚ The District reserves the right to amend the allowance at any time.

| Name of Course/Training Seminar | Date(s) | Cost(s) |
|---------------------------------|---------|---------|
| | | |

I am currently employed as a _____

The reason I am taking this course/seminar is:

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

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

**PLEASE RETURN THIS COMPLETED FORM TO HUMAN RESOURCE SERVICES
FAX: 250-475-4113 OR EMAIL: HRS@SD61.BC.CA**