



SKILLS ENHANCEMENT AND RETRAINING FUNDS (SSEAC) COURSE REIMBURSEMENT – CUPE 382 & CUPE 947

Name:	Date:
School/Department:	Employee Number:

Reimbursement for course work is available to CUPE 382 and CUPE 947 support staff. These funds can be used only for courses that fall under the initiatives submitted by CUPE and GVSD and approved by the Support Staff Education and Adjustment Committee.

Requests from CUPE 947 must be approved by CUPE 947 and Human Resource Services. Requests from CUPE 382 must be approved by CUPE 382 and Facilities Services Department along with Human Resource Services. If approved, funds will be set aside for reimbursement. Original receipts must be submitted to Human Resources for reimbursement after the course has been completed.

Course Name: _____			
Date(s) of Course: _____		Cost of Course: \$ _____	
From:			Original receipts must be submitted to Human Resources for reimbursement after the course has been completed.
To:			

I am currently employed as a _____

The reason I am taking this course is: _____

Current Location (School/Department) _____

Human Resources Services <input type="checkbox"/> Approved: _____ <input type="checkbox"/> Not Approved: _____ <div style="text-align: right;">Date: _____</div>	CUPE <input type="checkbox"/> Approved: _____ <input type="checkbox"/> Not Approved: _____ <div style="text-align: right;">Date: _____</div>
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.