



**SUPPORT STAFF EDUCATION COMMITTEE (SSEC) TRAINING FUNDS
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 Committee (SSEC).

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)

| | |
|---|---|
| <p>Human Resources Services</p> <p><input type="checkbox"/> Approved: _____</p> <p><input type="checkbox"/> Not Approved: _____</p> <p align="right">Date: _____</p> | <p>CUPE</p> <p><input type="checkbox"/> Approved: _____</p> <p><input type="checkbox"/> Not Approved: _____</p> <p align="right">Date: _____</p> |
| 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.