



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