

**SESSIONAL PROFESSIONAL DEVELOPMENT CLAIM**

Date	Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$

\*Please attach original receipts/invoices \$ \_\_\_\_\_

<b>Name of Claimant</b>	<b>ID Number</b>	<b>Date (dd-mm-yyyy)</b>
<b>Signature</b>	<b>Department</b>	

The following conditions apply:

1. Sessional Instructors at **any step** who hold at least one contract in a given term can submit original receipts and claim form **by the last class day of the term** in accordance with G1.11 c) ii.
2. Items that can be claimed on this form are detailed in D6.4 of the Collective Agreement.
3. The total fund consists of \$10,000 for fall, winter, and summer sessions to be dispersed on a prorated basis to a maximum of **\$500** per Sessional Instructor per term. Unused portions of the fund will carry over to the next term.
4. Claims must be supported by an original paid invoice of an original receipt. Receipts must indicate items purchased and if HST is included.

\*Please return completed form along with the original receipts/invoices to HR office or email them to [staffing@upei.ca](mailto:staffing@upei.ca).

*Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of granting PDTR reimbursement. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.*