



Request for Professional Development and Tuition Reimbursement

Requesting For:		Employee Name	
Department		Employee Position (Title):	
School/ Division		Employee #:	
Manager		Recommended By: Manager/Other	

Course or Event Details:		
Summary of the Course or Event Theme:		
Start and End Date of Course or Event (inclusive)		
Name of Institution or Provider:		
Mailing Address of Institution or Provider:		

Type of Expense	Estimated Requirement	Details:
Registration/Conference Fees		Details:
Books and other Materials		Details:
Travel		Special approvals may be required. See below.
Accommodations & Meals		
Other		
Total		Please attach all supporting documents related to the PD request.
Travel Advance Requested?		If Yes, Amount?
Has this course been included in your annual learning plan?		Notes:
Have you received tuition reimbursement from NBCC in the past?		If yes, please provide date and amount provided.
Have you received financial assistance from any other source in relation to this request?		If yes, please provide source and amount provided.

ORACLE (EFIS) Coding Where These Expenses Will Be Recorded	660 ENTITY	_____ ORG	Not Req'd Sub Acct	_____ PROG	_____ FUNCT	_____ LOCATION DFF
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NOTE: Please ensure that all Travel Claims, including iExpense, are allocated to the Coding above, i.e. iExpense will NOT default to this coding.

EMPLOYEE LEARNING BENEFITS

Briefly describe how Course/Event relates to your Employee Learning

APPROVALS

Approved by: Budget Manager					Highest Approval Required: School Non-Program = Dean Corporate Non-Program = VP Program PD = Vice President
Special Approval by: Senior Executive Team					
Special Approval by: President					

- SPECIAL APPROVALS REQUIREMENTS**
- All program related courses require VP Academic, Innovation and Student Affairs approval.
  - If travel is required outside of the Maritime Provinces, the request will require VP approval.
  - If travel is required outside of Canada, the request will require President approval.