

PROFESSIONAL DEVELOPMENT
IN-SERVICE PROFESSIONAL DEVELOPMENT EXPENSE CLAIM GUIDELINES



- ✓ All expense claims must be submitted to HR by February 28 in order to be eligible for reimbursement. For events and expenses, the Professional Development (PD) Assistant to submit expense claim after this deadline.
- ✓ Expense claims for events must be submitted within 10 days of activity completion.
- ✓ Expense claims for tuition must be submitted within 10 days of payment receipt.

1. Use most current UFV Expense Claim form:

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î X Fill in the following blanks (all writing must be in pen and legible):

- 9 Name
- 9 BannerID
- 9 HomeAddress
- 9 Date
- 9 Department
- 9 PD Approval # (written at top of form)
- 9 Select method of Payment (Direct Deposit, Cheque, Mail, Internal)
- 9 Signature of Claimant Expense Claim will NOT be processed without this

ï X Itemize each expense on the claim form:

- 9 Each expense should include the date it was paid and a description
- 9 Mileage reimbursement rate is at the current rate and is calculated based on departure from home address or home campus address (whichever is closer to destination) X use me