

MANAGERS' PROFESSIONAL DEVELOPMENT FUND

Application Form

Name: _____

Applications must be submitted to the Director of Human Resources prior to the event taking place. In each case, in box 4 below, please describe in some detail the relevance of the course, activity, or membership to your work at Dawson. Attach relevant documentation, if necessary. The Professional Development Committee will approve requests which are to be paid from the Central Fund.

1. Tuition reimbursement (subject to annual maximum refund)

Institution: _____ Semester: _____

Course No.: _____ Course Name: _____

Course No.: _____ Course Name: _____

EXPENSES	Tuition:	Other:	Total:
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2. Organized professional development activity (subject to annual maximum refund)

Activity: _____

Location: _____ Date: _____

If travel is involved, where are travel expenses to be charged (check one box only)

Professional Development Fund College Centralized Travel Budget Manager

EXPENSES	Registration:	Other:	Total:
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3. Professional Corporation Fees (Excluded from annual maximum refund)

Corporation: _____ Title: _____

EXPENSES	Fees:	Other:	Total:
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4. Relevance of course, activity or membership

Relevance: _____

Signature of Manager Date

Recommendation of supervisor

This request **is** directly related to his/her responsibilities as manager

This request **is not** directly related to his/her responsibilities as manager, however, I recommend approval of the request for the following reason(s): _____

Signature of Supervisor Date

Professional Development Committee Approval/Recommendation

Signature Date

BUDGET	345-8693-00-_____	AMOUNT	
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