

PROFESSIONAL DEVELOPMENT EXPENSE FORM

For Administrative and Professional Staff (APSA, see Policy AD10.11) and Excluded Staff (see Policy AD9.22). Please see the Professional Development Information Sheet for details and eligible items and note that only one expense claim for reimbursement may be submitted in each calendar year. Completed forms can be submitted to hrlearn@sfu.c

SECTION A: To be completed by Employee

SFU ID# _____ APSA Excluded Date

Employment Type Continuing Fulltime Continuing Parttime (Biweekly hours _____)

Temporary Fulltime Temporary Parttime (Biweekly hours _____)

Employee Name _____
Last First Initial

Department _____ Email _____ Local _____

Eligible Expenses Claimed Attach ORIGINAL RECEIPTS ONLY

Professional Dues, Subscriptions, Journals, and Books

_____ \$