



# ARTICLE 10.3 PROFESSIONAL DEVELOPMENT EXPENSE FUND CLAIM

**Financial Services  
Accounts Payable**

The following documents **must** be attached to your claim form. The form must be completed in its **entirety** to be processed.

- > Travel/Professional Development Expense statement
- > Copies of all original receipts

Employee Name	BCIT Banner ID
Date	Item/PD Activity

Please describe how the above item or PD activity relates to the general purpose of the Professional Development Expense Fund set out at Article 10.3:

*“The general purpose of the PD Expense Fund is to promote leadership in technological education through funding of relevant professional development activities and/or the purchase of equipment or services which maintain currency, flexibility, and professional development of the individual employee”.*

(Please attach additional pages for your response, if necessary)

**Please submit the completed Form with all attachments to BCIT Finance; SE41-100.**

Please consult the Article 10.3 Guidelines or your FSA representative if you require any assistance in completing this Form.