



ARTICLE 10.3 PROFESSIONAL DEVELOPMENT EXPENSE FUND CLAIM

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

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
- 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 Financial Services.

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