

## REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

- Professional Development (PD) Funds are available to full-time employees interested in attending an external professional development activity such as a conference, workshop or webinar.
- PD Funds will not cover the costs of:
  - books or materials, unless they are part of the workshop or conference registration fee;
  - membership fees, unless it reduces the conference registration fee and is cost-effective;
  - school or college-related meetings.
- In general, PD Funds Requests will factor in the registration cost and any travel expenses associated with the activity, the amount of available PD funds, and the relevance of the activity to your department and the College's strategic goals and objectives.
- Conestoga employees are encouraged to participate in conferences as a presenter, workshop leader, etc. However, it is expected that the employee will receive approval from his/her supervisor prior to registering for the conference in this capacity. This pre-approval will ensure that the employee is attending the conference as a representative of Conestoga, and that the presentation is aligned with the College's Strategic Plan, and/or department, school or program initiatives.
- Your supervisor's approval is required, as demonstrated by your Chair's/Manager's digital signature, prior to submitting to the Professional Development Office for final approval.
- If the activity does not have a registration fee but requires travel expenses, the Request for Professional Development Funds form must still be completed and follow the same approval process.
- Send completed forms to [professionaldevelopment@conestogac.on.ca](mailto:professionaldevelopment@conestogac.on.ca) for review by clicking the "Submit" button.
- PD Funds requests that are over \$1,000, or involve out of province travel, or involve three or more employees from the same program/department, will be reviewed by the PD Funds panel comprising the Associate VP, Human Resources; VP, Academic/Student Affairs & Human Resources; and VP, Finance & Corporate Services and Secretary Treasurer of the Board. Allow 2 weeks for approval of these requests.
- After receiving approval from the Professional Development Office, it is recommended that registration fees be paid by a corporate credit card. If using a personal credit card, complete a [Travel Expense Report](#), attach proof of payment for all expenses, and send to Melanie Sullivan, Professional Development & Training Coordinator. Reimbursements will be added to your pay.
- If a cheque is required by the vendor, allow a minimum of three weeks from submitting a request form to PD for a cheque to be processed and mailed to the vendor. If a request is submitted less than three weeks from a registration deadline, the applicant may have to pay for registration expenses and be reimbursed by PD Funds.
- [Reduced Tuition](#) for Conestoga College courses is eligible for PD Funds reimbursement only if the course is related to employment at, or of benefit to, the College, and is approved by the employee's supervisor.
- In general, registration fees will be paid only if it is School/College requested/supported research and there are sufficient departmental funds.
- Any approved travel expenses related to a Professional Development activity are covered through the Professional Development Office. Review the [Working Instructions on Air Travel & Hotel Accommodation](#) before making travel arrangements.

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Name/Position: \_\_\_\_\_ School/Dept./Campus: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of

Activity: From: \_\_\_\_\_ to \_\_\_\_\_ Activity: \_\_\_\_\_

Activity Provider: \_\_\_\_\_ Activity Location (City): \_\_\_\_\_

Link to the activity web page which gives information on the content of the proposed learning and the costs: \_\_\_\_\_

Registration fee: \$ \_\_\_\_\_ Includes tax: YES NO

### Estimated Travel Costs

Cost Category	Cost	
Mileage (reimbursed at \$0.40/km)	\$ _____	_____ km
Air Transport	\$ _____	
Ground Travel (car rental, taxi, train)	\$ _____	
Accommodation	\$ _____	
Meals	\$ _____	
<b>Total</b>	<b>\$ _____</b>	
Employee Contribution for Travel Costs	\$ _____	

**Payment Procedure** (choose one):

**\* Applicant must have received prior approval from the PD Office to ensure funds are available.**

Costs have been paid\* and receipts/proof of payment are attached.

Paid by: Corporate Credit Card: Personal Credit Card: Other:

Costs will be paid\* receipts/proofs of payment will follow.

Will be paid by: Corporate Credit Card: Personal Credit Card: Other:

Send cheque directly to conference/organization by \_\_\_\_\_ (deadline). If the deadline is in less than 3 weeks, upon approval, please register, make payment and submit proof of payment for registration.

**Benefit of this activity to the employee in his/her role:**

**How the employee will apply or share knowledge/skills from this event:**

**How this activity aligns [with the college's Strategic Plan](#) and/or department, school or program initiatives:**

**As part of receiving funds, you agree to:**

- represent Conestoga at PD activities in a professional manner, and are encouraged to represent Conestoga visibly, e.g. wear Conestoga-branded clothing, use the Conestoga logo in presentations, etc.
- provide feedback related to the activity. Upon completion of the activity, a survey link will be emailed to you.

**Signatures:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
PD & Training Coordinator