

Claims MUST be received in the CUPE 3904 office by March 31, 2020!

PROFESSIONAL EXPENSE REIMBURSEMENT LOTTERY

Continuing Education Instructors are invited to apply for the Unit 2 Professional Development fund during the semester in which they hold at least one course appointment. A maximum number of awards of \$250.00 will be awarded in each of the three semesters: Fall, Winter and Spring/Summer. If we receive more applications than the number of awards available in a semester, then the recipients will be chosen by means of a lottery draw. All the information below must be completed fully to be eligible for the lottery!

Surname: First Name:

Department: Course Code: Fall / Winter / Spring / Summer

Ryerson Email: Home or Cell Number:

Current Mailing Address (Street #, Street Name & Unit #):

City: Province: Postal Code:

Please check off one or more of the eligible expenses from the list below. Keep the receipts for your own records - they do not need to be submitted.

- Membership fees in learned societies and professional organizations.
- Registration fees for meetings of learned societies, other professional organizations, conferences, seminars, workshops and similar professional activities.
- Travel, accomodations and associated expenses related to meetings, conferences, siminars, workshops, study leave or similar professional activities not covered by or in excess of monies available from other funds for similar purposes.
- Books and subscriptions to scholarly journals.
- Expenses associated with teaching responsibilities or professional programs.

Signature Date

FOR OFFICE / ADMINISTRATION USE ONLY

APPROVED BY:	AMOUNT:		ACCOUNT
	\$ 250.00		2175
DATE:			\$ 250.00

Please mail or drop your completed form off to the CUPE office:
 (Claim forms sent by email will NOT be accepted)
 350 Victoria Street, POD 156B, Ryerson University, Toronto, ON M5B 2K3
 Our office is in between the Alterna Credit Union and the Cafeteria