

## PSAC 77000 PROFESSIONAL DEVELOPMENT FUND APPLICATION

The Professional Development Fund (PDF) supports professional development activities that are otherwise not provided to the postdoctoral fellows by their supervisor(s) at Carleton University.

### Instructions<sup>1</sup>

- (1) Complete this form explaining how the expense is related to your professional development.
- (2) Email the completed form to [jcaa.psa77000@gmail.com](mailto:jcaa.psa77000@gmail.com).
- (3) Do NOT email your receipts with the application form.
- (4) Please review Carleton's relevant Privacy Policies at <https://carleton.ca/privacy/policies/>.
- (5) Approved Applications will be submitted for processing to Accounts Payable, 301 Robertson Hall.

### SECTION A – Claimant Information

Name: \_\_\_\_\_ Carleton Banner ID number: 100  
Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Full postal address: \_\_\_\_\_  
Number and Street: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Carleton Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contract Start Date (yy/mm/dd) \_\_\_\_\_ Contract End Date (yy/mm/dd) \_\_\_\_\_

### SECTION B – Claim Information

Select one or more of the following items for intended utilization of the fund:

- Travel (indicate date, destination and purpose of trip)
- Conference Fees (include date, conference title, dates, location)

Provide a detailed explanation of how this expense is related to your professional development

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<sup>1</sup> Last updated Mar 27, 2019

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- Total Claim Amount (not exceeding CAD1500 incl. all taxes): CAD \_\_\_\_\_
- I hereby apply for Carleton University's PSAC 77000 Professional Development Fund and I certify that the information provided is true in all material respects.
- I hereby certify that I have not been and will not be otherwise reimbursed for the expenditures in this claim and the expenditures were or will be made by me personally and with due regard for reasonable economy and are directly related to my professional development.

Signature of Applicant: \_\_\_\_\_ Date (yy/mm/dd): \_\_\_\_\_

**SECTION C – FOR OFFICIAL USE ONLY BY JCAA**

Amount Approved: CAD \_\_\_\_\_

Approved by:

\_\_\_\_\_ (For PSAC77000) *and*

\_\_\_\_\_ (For Carleton University)

**BUSINESS OFFICE USE**

Charge to:

Index D11125, Account 631619