

**V.I.W. C.U.P.E. Local 2769- Professional Development Committee**

**Professional Development Application Form**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

Activity: Date: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Costs: \_\_\_\_\_

( attach record of expense quotes, accomodation reservation confirmation etc.)

I HAVE REVIEWED THE TERMS OF REFERENCE THAT IS ATTACHED .

Justification: Please explain how this activity applies to your primary job assignment and attach any further information to support your claim.

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\_\_\_\_\_

Advance Requested : Yes  No:

**Please be aware NO further applications will be considered until all previous claims are complete.**  
**All receipts for proof of expenses must be submitted within 14 days after the event.**