

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.

Instructions¹

- (1) Complete this form explaining how the expense is related to your professional development.
- (2) Email the completed form to 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/>.

SECTION A – Claimant Information

Name: _____ Carleton Banner ID number: 100
Department: _____
Supervisor: _____
Full postal address: _____
Number and Street: _____ City: _____ Prov: _____ Country: _____
Postal Code: _____

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

¹ Last updated Mar 27, 2019

- 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

BASE BEFORE HST \$_____

BASE BEFORE GST \$_____

FUND _____

HST AMOUNT \$_____

GST AMOUNT

HST EXEMPT \$_____

GST EXEMPT \$_____

ORG _____ \$_____

ACCOUNT _____

TOTAL PAYMENT \$_____

TOTAL PAYMENT \$_____ PROGRAM _____