



Staff Professional Development Application Form

Please complete this Professional Development Application form prior to attending a conference or course held during normal working hours. Obtain your supervisor's signature and scan the e-copy to Mona Lee for record-keeping. After Mona confirms receipt, you must log in to myWorkday.ubc.ca and submit your own expense claim. Upload scans of your receipt(s) and back-up documents to your expense claim. Please use this funding information: [HR program/worktag \(PM009559 – 10G40154\)](#). In the comment box, indicate: LFS PD funding/training.

Funding for Employee Development

External Funding: Information on central funding for Employee Development can be found at: <https://hr.ubc.ca/career-development/funding-employee-development/professional-development-funding>

Internal Funding: Information on the Faculty's Professional Development Fund (Policy LFS #200) can be found at <https://my.landfood.ubc.ca/human-resources/policies/>

Applicant Details

Date: _____ UBC employee ID: _____

Name: _____

Office telephone number: _____

Name of supervisor: _____

Conference/Course Details

Name of conference/course: _____

Location: _____

Course/conference start date: _____ End date: _____

Cost: _____ Personal Reimbursement

Dept Reimbursement/JV Transfer - provide worktag: _____

Please explain the rationale for attending this conference/course. How is this applicable to your current position? How will the information you learn at this conference benefit the Faculty?

Employee signature: _____

Supervisor approval: _____