

*VS*

**VANCOUVER BOARD OF EDUCATION  
CUPE LOCAL 15  
APPLICATION FOR CAREER DEVELOPMENT (Maximum \$1,000)**

CUPE 15 employees may apply for Career Development Funding which covers 50% of course fees and books (to a maximum of \$1,000.00) for educational leave/training. Applications are accepted April 1-30 of each year to be used for courses the following school year (July 1 to June 30). The fund will be administered by the joint career development committee in early May.

**How do I apply for reimbursement?**

1. Complete this form and have your application approved by your supervisor/Principal ensuring that the professional development is job related and applicable to your position.
2. Submit this application form. Employee Services will notify you (after the joint committee has met) if your reimbursement request is approved and ask you to submit the following once you have completed your coursework:
  - original receipt(s) of payment
  - proof of successful completion

**Where do I submit my reimbursement application?**

Please scan and email this form to Employee Services ([employeeservices@vsb.bc.ca](mailto:employeeservices@vsb.bc.ca)). Please note the following:

- Paper applications will no longer be accepted.
- Reimbursements cannot be paid without an original receipt and proof of attendance and satisfactory completion (as per Article W.1.b of the Collective Agreement).

**Is there additional reimbursement funding I can request?**

Every CUPE 15 employee has access to \$200 per school year (July 1 to June 30 of the school year) for professional development. The fund covers workshops and courses (and text books required for the courses) related to the employee's position within the Vancouver School Board. *This \$200 fund does not cover substitute costs, transportation, meals, lodging, and professional membership fees.* Professional membership fees are only covered if the employer requires the employee to have the membership. To apply for this funding, please complete the APPLICATION FOR REIMBURSEMENT OF COURSE/CONFERENCE FEES.

Date: _____	Course/Conference Name: _____
Name: _____	_____
Employee #: _____	Date(s): _____
CUPE 15 Position: _____	Fee: _____
Mailing Address: _____	Amount Requested: _____
_____	Signature: _____

Approved by Principal/Supervisor's (Name): \_\_\_\_\_

Principal/Supervisor's Signature: \_\_\_\_\_

**FOR EMPLOYEE SERVICES USE ONLY:**

Original Receipt and Proof of Completion Received      Amount approved: \_\_\_\_\_

TO ACCOUNTING: Please prepare a cheque payable to: \_\_\_\_\_

In the amount of: \_\_\_\_\_      Date: \_\_\_\_\_      COA: \_\_\_\_\_