

## ACUMAE PROFESSIONAL DEVELOPMENT FUND APPLICATION FORM

**⚠ TYPE DIRECTLY ONTO THE PDF FORM. SAVE YOUR OWN VERSION OF THE FORM.**

The ACUMAE Professional Development Fund (APDF) is only available to ACUMAE members having two years or more of continuous, full-time service with the University. The APDF is administered by a parity committee made up of three (3) members appointed by the University and three (3) members appointed by ACUMAE. This committee is responsible for the allocation of funds to ACUMAE members in support of their professional and academic development (ACUMAE Collective Agreement Article 19.07). The committee considers applications at three calls per budget year in September, January and April.

### APPLICATION PROCEDURE

Applications must include the following:

1. Completed application form (use this fillable PDF form)
2. Documentation pertaining to the activity and quotations for travel and hotel rates, if applicable
3. Supervisor's approval, if applicable. You may use page 2 of this PDF or attach an equivalent email.

Application documents must be **submitted via email (ACUMAE-PD@concordia.ca)** to the Chair of the ACUMAE Professional Development Fund committee.

**Only complete applications submitted by the deadline will be considered.** Incomplete applications will be returned. Funding decisions will be announced three weeks following the application deadline.

### APPLICANT DETAILS

Last name	_____	First name	_____
Employee ID	_____	Job Title	_____
Department	_____	Email	_____
Supervisor	_____		

Have you received an ACUMAE Professional Development fund award in the last three years?	Yes	No
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If "Yes," please list the award date(s) and the amount(s)

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## DESCRIPTION OF THE ACTIVITY

What type of activity are you requesting the ACUMAE Professional Development fund to support?

**Note:** *Membership fees, even those that reduce the cost of activities, are not permissible expenses.*

Training workshop/course \_\_\_\_\_

Conference/conference presentation \_\_\_\_\_

Other (specify): \_\_\_\_\_

### Required supporting documentation:

- Attach the official description of the conference, workshop, course or seminar. It must include the name of the organization, dates, location, schedule and registration fees. A PDF print of the website is acceptable.
- For a conference presentation, please include its acceptance.
- When travel is required, include quotations for travel (ex. air, train fare) and accommodation (ex. hotel).

Describe your request. Explain its relevance to your role at Concordia. Include weblink(s) if they exist.

Expected start date

Expected end date

Is absence from work required?

Yes

No

Are you on leave, or have you requested a  
leave for the period of this award?

Yes

No

## SUPERVISOR APPROVAL

 If a professional development activity requires absence from work, the supervisor's approval is required. Such approval will not be unreasonably refused.

Do you approve of the employee's absence from work (if required)?

Yes

No

Is this professional development relevant to the employee's work?

Yes

No

Further comments

Signature \_\_\_\_\_

Date \_\_\_\_\_

## AMOUNT REQUESTED

⚠ **Amounts must be in Canadian dollars and include applicable taxes.** Use a current [currency conversion rate calculator](#) to convert non-Canadian fees to Canadian dollars. Attach a screen shot of the rate used.

⚠ **The ACUMAE professional development fund is not responsible for any budget shortfall.**

⚠ **Please refer to the [Travel and Conference Policy \(CFO-3\)](#) and [Handbook](#) on the Financial Services website for guidelines on travel expenses.**

Total amount requested

**The maximum amount that can be awarded is \$4,000.**

Do you have funding from another source?

Yes

No

What is the source?

\_\_\_\_\_

What is the amount?

\_\_\_\_\_

Expense	Currency	Total in CAD \$	Additional comments
A. Registration Fees _____	CAD    USD Other _____	\$	
B. Transportation			
a. Air/train fare _____			
b. Local taxi/bus _____	CAD		
c. Car rental _____	USD	\$	
d. Mileage (Own vehicle, _____ total kms x \$0.52/km)	Other _____		
C. Accommodation (incl. tax)			
a. Daily rate _____	CAD		
b. Number of nights _____	USD	\$	
<b>Note:</b> Daily rate of \$45 if staying with friends or relatives			
D. Meals			
a. Breakfast <b>Rate</b> (CA & US) <b>Days</b> <b>Total</b>			
a. Breakfast      \$11      _____      _____	CAD		
b. Lunch      \$18      _____      _____	USD	\$	
c. Dinner      \$31      _____      _____	Other _____		
<b>Note:</b> Do not include any meals provided by the organizers. See Appendix 2 of the <a href="#">travel and conference handbook</a> for full list of rates.			
E. Other (please specify) _____	CAD    USD Other _____	\$	
<b>TOTAL</b> A+B+C+D+E		<b>\$</b>	<b>CAD</b>

## **GUIDELINES FOR CLAIMING REIMBURSEMENT OF APPROVED PROFESSIONAL DEVELOPMENT FUNDS**

Please refer to the **Travel and Conference Policy (CFO-3)** and **Handbook** on the Financial Services website for guidelines on travel expenses.

1. You are expected to pay for your activity from your own pocket or your Concordia Tcard. There are no provisions for fund advances, unless your department offers it to you.
2. Expenses will only be approved after you have completed the activity. The only exception to this is expenses charged to a Concordia Tcard which must be processed within the TCard deadlines.
3. Please refer to My CU Account (concordia.ca) to submit your expense report and to access resources that can assist you with this (from the left menu, select "Finance & Procurement" then go to the "My Expense Reports" tile). Complete the online form with all the necessary information and attachments.
4. You will be provided with a unique Internal Order (I/O) account for your award. If you have received multiple ACUMAE PD awards over the years, you will be issued a new I/O specific to this new award. Please ensure you use the correct I/O.
5. Funds must be spent and processed within one year of receiving the award. The end date of the award is determined to be 365 days from the the deadline date of the call in which the award was made. After the award end date, the I/O account is closed and claims will not be approved.
6. The amount awarded is the maximum amount that can be claimed. We do not revise your approved amount if you go over the amount approved. Overage is expected to be paid by the employee, unless your department determines otherwise.
7. The Professional Development Committee Chair is responsible for the review and approval of expense claims. If there is any missing information or if your expenses exceed your awarded amount, you will be asked to review and re-submit.
8. Within sixty (60) days of the completion of the professional development activities for which APDA funding was granted, the recipient must submit a written report to the APDA Committee detailing the activities undertaken. A copy shall also be remitted to the recipient's supervisor or Department Chair/Unit Head. Failure to do so may jeopardize the employee's right to receive APDA funds in the future.

** Please note that you will not be reimbursed for more than the approved sum or for any non-approved item(s) on your application form.**