



**DOUGLAS COLLEGE REQUEST
FOR PROFESSIONAL DEVELOPMENT (PD) FUNDS**

ACCOUNTING USE ONLY	
Vendor#:	Invoice #:

A. Name of Applicant: _____ **Local:** _____ **Department:** _____

Title of conference, course, activity: _____

To be held at: _____ beginning _____ duration _____
Location & City Date Number of Days

Areas in which the College will benefit (please attach agenda or prospectus):

B. Estimated Expenses:

Travel \$ _____
 Accommodation _____
 Meals _____
 Fees _____
 Other (Taxi, mileage, replacement) _____
 Total..... \$ _____

Replacement Required? Yes No

How? _____

Instructions:

- Requests for advances must be received by Finance - Accounts Payable 3 weeks prior to trip.
- To determine estimated expenses, please refer to the College's Expense Claim Regulations Guide.
- To calculate your advance, subtract the amounts paid directly by Douglas College (e.g.: airfare, course registration).
- Only advances exceeding \$300 will be issued.

Advance Required: \$ _____

Funds Requested: \$ _____

Application Date: _____

Signature of Applicant: _____

C. Recommendation of PD Committee:

Funds Allotted: \$ _____

PD Account #: _____

Signature of Faculty PD Chair

Date Signed

D. Recommendation of Administrators:

Signature of Faculty Administrator or Dean

Date Signed

E. Comments:

White – Accounting
 Yellow – PD Chair
 Pink - Applicant