



## 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, then scan and send this form to the relevant person (please check the [HR Forms page](#)).

After confirming receipt, you must log in to [myWorkday.ubc.ca](https://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/lfs-intranet/policies/#hr>

### 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: \_\_\_\_\_