



**CUPE 1975 Employee Development Fund
Application for Reimbursement
Courses/Conferences/Seminars**

Return completed form to Human Resources, Room E140 Administration Building or cupe1975_education_fund@usask.ca

Per Article 15.4.2 of the CUPE 1975 Collective Agreement, the CUPE 1975 Employee Development Fund is meant to reimburse costs associated with non-credit courses/conferences/seminars. The fund will cover up to a maximum of \$1,000, per eligible employee, per fiscal year (May 1 – April 30). Reimbursement is approved on a first-come, first-serve basis. Applications will be denied once the fund is fully depleted. Please refer to the fund guidelines or contact cupe1975_education_fund@usask.ca for further information.

Name: _____

Employee #: _____ I am a permanent/seasonal employee:

Department: _____ I have one year of continuous service:

E-mail: _____ My FTE is: _____

Course Title: _____ Requested reimbursement: \$ _____

Course Dates: _____

I am applying for a reimbursement of costs associated with my registration for the above course/conference/seminar. The information I have provided on this form is true and accurate. I understand that I will not be reimbursed until I have submitted proof of completion, original itemized receipts and travel documents (if applicable).

Employee Signature Date

Supervisor Name & Title: _____ E-mail: _____

Is the above course a requirement of this employee's position: Yes No

Per Article 15.4.4 of the CUPE 1975 Collective Agreement, this fund cannot be used if the course being taken is a mandatory requirement of the position currently held by the employee.

Please complete for taxation purposes: _____
How will the university benefit from the employee development? _____

By signing this form, I approve this application for employee development and verify that the information contained here is accurate.

Supervisor Signature Date

Administrator Approval to Payroll for Reimbursement – Do not complete below

Admin Signature: _____ Payroll Date Processed: _____
Amount: _____ Actual Payroll Date: _____
CFOAPAL: _____ Payroll Processed By: _____
Verified Eligibility: Taxable Benefit: No Yes
(906) (418)