

ST. THOMAS MORE COLLEGE  
**PROFESSIONAL DEVELOPMENT ALLOWANCE  
CLAIM FORM**

CLAIMANT'S NAME: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
PLEASE PRINT DEPT. HEAD OR DEAN'S SIGNATURE

CLAIMANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
MONTH DAY YEAR

DATE	DESCRIPTION OF EXPENDITURE <i>(Attach Receipts)</i>	AMOUNT <small>(BEFORE GST)</small>	GST PAID	TOTAL IN CDN \$
<b>TOTAL CLAIM:</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>FOR BUSINESS OFFICE USE ONLY:</b>			
AMOUNT CLAIMED: - \$		AUTHORIZED BY:	
GST PAID/GST REBATE: \$	\$	CHEQUE#:	ACCOUNT:
NET AMOUNT CLAIMED: \$	\$	DATE:	BALANCE:

**Accountable Professional Expenses (Section 19.10.2)**  
Allowable expenses are those which relate to the faculty member's responsibilities for teaching, research, and professional duties. Such items as books, magazines, journals, monographs, equipment, supplies, travel expenses, and membership in professional or learned societies are normally considered as accountable professional expenses. An accountable professional expense on behalf of a faculty member for the College will be paid for professional expenses actually incurred to the amount negotiated. All original receipts for one year's accountable professional expenses shall be given to the Business Office at one time no later than March 31. The faculty member will then be reimbursed for these expenses by the College. Any amount remaining in a faculty member's account after March 31 shall be carried forward into their account for the following year, as long as they remain employees of St. Thomas More College.