

TRAINING & DEVELOPMENT ALLOWANCE CLAIM FORM

Please complete and submit this form to Human Resources.

Please Note: All Training and Development Allowance claims must be received in Human Resources by March 31, in order to be reimbursed from the current fiscal year's funding. Any claims received after this date will not be eligible for reimbursement.

FULL NAME: _____

EMPLOYEE ID: _____ PHONE # (LOCAL): _____

AMOUNT (\$): _____ DATE: _____

Please apply \$_____ from my Training & Development Allowance fund to my Computer Purchase Plan deductions.

Please process a reimbursement for the attached receipts:

DESCRIPTION	AMOUNT
Internet \$_____ per month x 12 = _____	_____
* Computer Purchase _____	_____
_____	_____
	TOTAL _____

***If I receive reimbursement for the purchase of a computer, I confirm the computer is for my personal use and am aware it is the property of UFV for three years as outlined in CRA guidelines for a non-taxable benefit.**

EMPLOYEE SIGNATURE _____