

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS/STAFF TRAINING

Note to Managers: When submitting invoice for payment please use appropriate
General Ledger Codes – see below

Employee Name:	
Professional Development <input type="checkbox"/> (GL Code 1322-0001)	Staff Training <input type="checkbox"/> (GL Code 1323-0001)
Department:	
Name of Opportunity:	
Start date:	
End date:	
Location:	
Length of course and time away from work if different:	
Relevance (Please provide details about the benefits of attending and how you will share your knowledge with other staff.)	
Course Cost:	
Time in lieu requested: (approximate in the case of external board activity)	
Other Course Costs (textbooks, materials, additional course fees):	
Bursaries applied to the cost:	
Travel and accommodation costs:	
Total amount of funding requested:	
Supervisor Approval:	
Date:	

GUIDELINES FOR REQUESTING WDM PROFESSIONAL DEVELOPMENT AND STAFF TRAINING

1. All requests must be approved by the employee's supervisor.
2. Details should be provided as follows:
 - a. What are the benefits of the activity to the employee?
 - b. How the employee's participation in the activity will benefit the WDM?
 - c. How the acquired information will benefit other staff?
3. Bursaries may be available to offset the cost of courses and travel. Please consult with the Manager of Philanthropy for opportunities in advance.
4. The WDM will cover the cost of the approved training course as well as additional course materials or textbooks. It DOES NOT cover the cost of accommodation, travel and per diems. Accommodations, travel, and per diems may be covered by the employee's department or location and must be approved in advance. Employees are responsible for booking their own accommodation and travel.
5. The WDM will not cover the cost of accommodation, travel or per diems for travel while sitting on an external Board of Directors. Employees may request supervisor approval for time in lieu for meetings and conferences.
6. Manager's and Director's are not required to access these funds and may opt to use departmental resources.
7. After attending training all employees are required to submit a written report about their course. This report will be shared with interested staff.
8. Employees are responsible for submitting their own expense claims and must attach all required paperwork. Please refer to Government of Saskatchewan PS 601-A Travel Allowance – Appendix A.
9. The employees' supervisor or Manager will submit a copy of the final invoice and related documents for the course to the Director of Administration.

Note: Mileage rates can only be claimed when using your personal vehicle. If a vehicle is rented, the WDM will pay for the cost of the rental vehicle and fuel and will be charged to the relative location or department. If a cost sharing agreement has been entered with another person or organization, the employee is expected to reflect that in their expense claim. If a WDM vehicle is used, the fuel expense will be charged to the appropriate department or branch.