

# **PROFESSIONAL DEVELOPMENT COMMITTEE (PROFESSIONALS)**

**For more information, please read the Professional  
Development Policy and Procedures**

## **FUNDING ALLOTMENT**

**Allocation of Funds:** Maximum funding of **\$700** for the current budget year:

- (a) registration and tuition fees and textbooks for credit courses from a recognized college or university, based on successful completion;
- (b) workshop or conference fees as well as lodging, meals and transportation costs (if deemed to be job-related);
- (c) membership fees for job related professional organizations;
- (d) purchase of computers, computer peripherals, or mobile devices (if deemed job-related).

Professionals making a request under (d) can only do so once every fifth (5<sup>th</sup>) budget year following the initial purchase.

The PDC *will not approve* the reimbursement of:

- (a) language courses taken privately, or at specialty houses e.g.: Berlitz;
- (b) popular courses/workshops intended for personal development;
- (c) certain associated fees such as I.D. cards and printed materials.

Application for **approval is required one month** prior to the activity.

If approved, deadline for submitting documents pertaining to **reimbursement for activity is one month** upon completion.