



**Should you be unable to begin or complete an activity for which initial reimbursement has been provided, it is your responsibility to ensure any initial reimbursement or any refund is returned to the CD Fund otherwise further applications may be refused.**

**SECTION 3 FEES / EXPENSES for REIMBURSEMENT** \*Incomplete forms will be returned to you

- 3A Submitting for Pre-approval**
- 3B Submitting for 50% Initial Reimbursement** (attach receipts for all paid expenses) \*Keep a photocopy of your form for reference when submitting for final reimbursement.
- 3C Submitting for 50% Final Reimbursement** (attach additional receipts and proof of completion; informal grade transcript, certificate of completion, photocopy of event nametag etc.

	<b>3A</b> Estimated Total	<b>3B</b> 50% Initial Reimburse.	<b>3C</b> 50% Final Reimburse.
Course, seminar, tuition fees	\$	\$	\$
Other fees (e.g. exams, books)	\$	\$	\$
Airfare	\$	\$	\$
Hotel	\$	\$	\$
Meals/per diems (per Travel Policy)	\$	\$	\$
<b>Totals (MUST BE COMPLETED)</b>	\$	\$	\$

**SECTION 4 PRE-APPROVAL OF CD FUNDS**

- Approved       Not approved – Reason: .....

**SECTION 5 APPROVALS (Account Code 20-9273-7540)**

.....  
 APPROVED BY HUMAN RESOURCES – For **INITIAL** REIMBURSEMENT DATE

.....  
 APPROVED BY HUMAN RESOURCES – For **FINAL** REIMBURSEMENT DATE

**SECTION 6 Accounts Payable**

This is your authority to reimburse the above mentioned employee for the amount indicated to the account code indicated. Information on this form is collected under the authority of the Collective Agreement between the College and CUPE Local 4627 and will be used to process reimbursements for activity fees. If you have any questions about the collection and use of this information, please contact Human Resources.

**Submit completed requests to [CDrequests@vcc.ca](mailto:CDrequests@vcc.ca)**

**Copies to:** Employee, CUPE Local 4627 and CUPE CD Fund file