

Support Staff Employment Stability Expenditure Approval Form

Date

Purpose of Expenditure

Reimbursement of successfully completed course within the
Support Staff "Professional Development Certificate" program.

Account Number

31404

Employee Name

Empl ID:

Amount

Employee Signature:

Approvals

Union

Fleming College

Kathy Hokum

Shelley Mantik

Print Name

Print Name

President, OPSEU Local 351

Interim VP HR

Print Position

Print Position

Signature

Signature

Date

Date

Employee fills out the Expenditure Approval Form (green shaded areas only).

Employee submits completed form to the HR Assistant with proof of successful course completion and receipt for fees paid.

HR Assistant finalizes the Expenditure Approval Form by completing the Account Number & arranging for Union/College signatures.

HR Assistant forwards the signed Expenditure Approval Form to Finance (Alida Wood) for processing and keeps a copy in the corporate PD office files.

Payment is made to employee by direct deposit to their payroll bank account.