



# Application for Training Course Reimbursement

For courses supported by school/department budget.

**Instructions:**

1. The request for training course reimbursement must be approved **prior** to commencement of the course.
2. All courses must be job related.
3. Course fees will not be paid in advance.
4. The applicant will forward the application to the department director/manager/principal for pre-approval in Section 2. The application will be returned to the employee when approved, who then may register for the course. Courses may be supported 0% to 100% by the department concerned.
5. Upon successful completion of the course, the applicant will forward to the director/manager/principal the approved original registration form as well as a copy of the receipt for tuition fees, textbook fees, and a copy of the official statement of results from the educational institution. These figures should be entered in Section 3. The principal or director will then approve payment of the reimbursement in Section 4 and fax the approved form to Payroll Services at 403-541-5640 or via email to [CBEIncoming@westcanadian.com](mailto:CBEIncoming@westcanadian.com)
6. Forms are processed within 72hours of receipt and Reimbursement will be received by the applicant on the following pay period.

<b>Section 1: Employee Information</b>										<i>To be completed by the Employee</i>		
First Name:					Last Name:							
Employee ID:			Position Title:				Work Phone:					
Where Course is being Taken:												
Course Start Date:					Course End Date:							
How do you perceive this course as being beneficial in your present position?												
<b>Section 2: Approval before Commencement of Course</b>										<i>To be completed by the Director/Manager/Principal</i>		
I hereby recommend that this employee be reimbursed the following amounts upon successful completion of this course.												
_____ % of Course Fees					\$_____ for Textbook Fee (suggested maximum \$50 per text)							
Director/Manager/Principal Signature:							Date:					
<b>Section 3: Calculation of Reimbursement</b>										<i>To be completed by the Director/Manager/Principal</i>		
Course fee reimbursement:					\$_____ x _____ %			_____ C				
Textbook fee:					\$_____ (suggested maximum \$50.00 per text)			_____ B				
Total Reimbursement to employee (C + B)										_____ T		
Deemed recoverable GST (T x 0.0337)										_____ G		
0					0					9		
Net reimbursement charged to department/school (T – G) =										_____ R		
Acct Code	Type	Object	Block	Responsibility	Function	Location	Program	Project	User Defined	Future	Alias	
<b>Section 4: Approval for Payment</b>										<i>To be completed by the Director/Manager/Principal</i>		
The employee has successfully completed requirements and I recommend that he/she be reimbursed the amount shown at Line T in Section 3.												
Director/Manager/Principal Signature:							Date:					
<small>Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <a href="http://www.cbe.ab.ca/legal/foip">http://www.cbe.ab.ca/legal/foip</a>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.</small>												