

## **Reporting Information**

The following includes the language from the Collective Agreement identifying acceptable expenditures as well as the appropriate budget codes to be used in submitting for reimbursement.

Travel expense reimbursement requires a completed Employee Travel Expense Statement for the appropriate currency with original backup documentation. Travel expense reimbursements also require an "Application for Conference Attendance and Funding", if applicable.

All other professional development expense reimbursements require a completed "Cheque Requisition" form with original backup documentation.

Members shall include their individual professional development budget code on their expense form prior to sending the form to the Division Head for approval.

Sample: 10-22006X-XXXXX-XX (Medical Sciences)  
10-23006X-XXXXX-XX (Human Sciences)

Any questions regarding completion of expense forms should be directed to Finance at [finance@nosm.ca](mailto:finance@nosm.ca).

Any questions regarding available professional development account balances should be directed to Dan Burrell, Budget Administrator at (807) 766-7378 or [dan.burrell@nosm.ca](mailto:dan.burrell@nosm.ca).