



2016-17 Staff Development Program Claim Form

This form is to be filled out to claim funds for a **previously approved** staff development project.

Publisher: _____

Mailing Address: _____

Name of Participant(s): _____

Email: _____ Phone: _____

Name of Conference/course/workshop/seminar:

Dates: _____

Please provide an itemized listing of each actual expense claimed.
 Provide original receipts and supporting documentation for each item claimed.

Type of Expense (Accommodation, Registration, Travel)	Description of Item	CAD before GST (converted if necessary)	GST (not subsidized)
Total:			XXXXXXXXXX
50% Subsidy:			XXXXXXXXXX

Signature

Date

Please send your document and supporting documentation to the BPAA at 10523 100 Ave NW Edmonton AB T5J 0A8. Payment will be made by cheque to your mailing address once the claim is approved and your evaluation form has been received.



BOOK PUBLISHERS ASSOCIATION
of Alberta

Staff Development Final Report Form

Participant Name: _____

Job Title: _____

Publisher: _____

Conference/course/workshop/seminar/mentor:

Dates: _____

1. Did the staff development meet your expectations?

Yes No

Why or why not?

2. Was the staff development applicable to your work and was it relevant to your company?

Yes No

Why or why not?

3. What were the strengths of the development opportunities?

4. What are areas that could be improved in the development opportunities?

5. Were you able to network?

Yes **No**

6. Was the subsidy offered by the BPAA a factor in your deciding to attend the development opportunity?

A lot **Somewhat** **Not at all**

7. Are there other opportunities you would like to attend if a subsidy were available?

8. Did you meet your stated objective?

9. Other Comments