

## Professional Development Initiative (PDI) - Expense Report

### Invoice Information

Report Date:	
PDI Recipient:	
Invoice #:	

### Mailing Address for Reimbursement Cheque

### Account Coding

Professional Development Initiative (PDI)
<b>61031-0-711-2025-151-10</b>

Receipt Date	Receipt Item(s)	Amount (\$)	Details
<b>TOTAL</b>			

\_\_\_\_\_  
PDI Coordinator, Talent Acquisition &  
Workforce Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Date

**Notes on completing the expense report:**

- The Invoice # can be left blank. This section will be completed by the PDI Coordinator.
- Receipts should only be included for costs approved in your PDI approval letter, up to the maximum funding amount identified.
- Please attach all relevant receipts to the expense report.
- Incomplete or improperly filled out expense reports will be returned to the applicant for changes before being submitted for reimbursement.
- Expense reports should be submitted to [pdi@gov.nt.ca](mailto:pdi@gov.nt.ca) within 10 days of completing the PDI activity, to help ensure timely reimbursement.