

Professional Development Initiative (PDI) - Expense Report

Invoice Information

Report Date:	
PDI Recipient:	
Invoice #:	

Mailing Address for Reimbursement Cheque

Account Coding

Professional Development Initiative (PDI)

Receipt Date	Receipt Item(s)	Amount (\$)	Details
TOTAL			

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 within 10 days of completing the PDI activity, to help ensure timely reimbursement.