

## **Staff Development – Instructions to Applicants**

### **How to Submit your Receipts for Reimbursement**

1. You will receive an email after your application has been approved
2. Once you have completed the activity proceed to submit your receipts

#### **Your CBE Staff Association Application Request has been Approved**

Sent:  
To:

Hello

The following application funding request has been approved:

**MEMBER ID:**  
**TITLE:**  
**LOCATION:**  
**AMOUNT APPROVED:**  
**START DATE:**  
**END DATE:**

To ensure prompt payment of this claim, please scan your expense receipts (credit card receipts are not acceptable), attendance record, or copy of certificate then submit them for reimbursement using the staff association web portal.

Reimbursement of expenses will not be made after 30 days from the completion date of the approved activity.

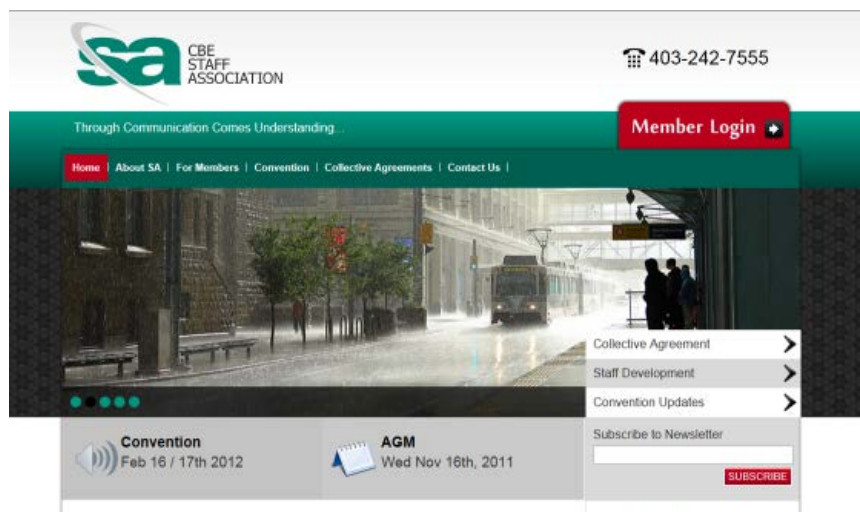
With thanks,

Sue Wenaas  
Staff Development Administrator  
SA Convention Coordinator  
[CBE Staff Association](#) | Work 403.242.7555 ext. 3 | Fax 403.203.1716

2. Start by browsing to the SA's web page

[www.cbestaffassociation.ab.ca](http://www.cbestaffassociation.ab.ca)

3. Click on the **Member Login** link



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4. Enter your **CBE Employee number** in the **Member Number** box
5. Enter the password you created
6. Click on the **Login** button

Member Number:

Password (case sensitive):

Remember Me?

Login

Register  
Forgot Password

7. Locate the completed activity in the **Activity** area. Click on the + sign if necessary
8. Open the application details by selecting it

Logout

My Profile | My Development | Sample Report | Convention

**Staff Development**

Allotted Maximum: \$1,000.00  
Total Applied For: \$100.00  
Balance Remaining: \$900.00

Application Guidelines

Activity	Activity Location	Start Date	End Date	Status	Cost
Year: 2011					

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9. You will need to enter the actual costs in the **Actual Column**
10. Next click on the **Browse** button to locate your receipt. Please note you can only load PDF and JPG files with a maximum size of 2MB

Application Update / Expense Submission

**ACTIVITY**

Member Number/Name: [ ] [ ]  
Group: SUPPORT STAFF  
Allotted Maximum: \$1000.00  
Total Applied For: \$150.00  
Balance Remaining: \$850.00  
Title: WORD 2010  
Location: SAIT  
Start Date/End Date: 9/26/2011 9/29/2011

FUNDING	APPLICATION	ACTUAL
Registration Fee:	150.00	0.00
Hotel (max \$100/day): *	0.00	0.00
Meals (max \$50/day): *	0.00	0.00
Travel Costs: **	0.00	0.00
Textbooks:	0.00	0.00
Substitute Hours:	0.00	0.00
Substitute Rate: ***	0.00	0.00
Substitute Total:	0.00	0.00
Total:	150.00	0.00
Maximum Override:	0.00	0.00

\* Out of town expenses only  
\*\* Calculated by SA Admin

**COMMENTS & HISTORY**

Type new comment here...

EXPENSE RECEIPTS: Only PDF and JPG format accepted. Max 2 MB in size.

Overwrite existing files?

[Browse...](#) [Remove](#)  
[Browse...](#) [Remove](#)  
[Browse...](#) [Remove](#)

More Files? [Upload](#)

[View](#) [Delete](#)

[Submit](#) [Save](#) [Cancel](#) [Close](#)

11. The selected file will be displayed in the **Browse** box
12. Click on the **Upload** link to upload the file to the server

Application Update / Expense Submission

**ACTIVITY**

Member Number/Name: [ ] [ ]  
Group: SUPPORT STAFF  
Allotted Maximum: \$1000.00  
Total Applied For: \$150.00  
Balance Remaining: \$850.00  
Title: WORD 2010  
Location: SAIT  
Start Date/End Date: 9/26/2011 9/29/2011

FUNDING	APPLICATION	ACTUAL
Registration Fee:	150.00	0.00
Hotel (max \$100/day): *	0.00	0.00
Meals (max \$50/day): *	0.00	0.00
Travel Costs: **	0.00	0.00
Textbooks:	0.00	0.00
Substitute Hours:	0.00	0.00
Substitute Rate: ***	0.00	0.00
Substitute Total:	0.00	0.00
Total:	150.00	0.00
Maximum Override:	0.00	0.00

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**COMMENTS & HISTORY**

Type new comment here...

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[How to Submit your Application for Staff Development.](#) [Browse...](#) [Remove](#)  
[Browse...](#) [Remove](#)  
[Browse...](#) [Remove](#)

More Files? [Upload](#)

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[Submit](#) [Save](#) [Cancel](#) [Close](#)

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13. To confirm that your file has been uploaded, click on the drop down box. The file will be displayed

14. Click on the **Submit** button to complete the submission

Application Update / Expense Submission

**ACTIVITY**

Member Number/Name: [ ] [ ]

Group: SUPPORT STAFF

Allotted Maximum: \$1000.00

Total Applied For: \$150.00

Balance Remaining: \$850.00

Title: WORD 2010

Location: SAIT

Start Date/End Date: 9/26/2011 9/29/2011

**FUNDING**

	APPLICATION	ACTUAL
Registration Fee:	150.00	0.00
Hotel (max \$100/day): *	0.00	0.00
Meals (max \$50/day): *	0.00	0.00
Travel Costs: **	0.00	0.00
Textbooks:	0.00	0.00
Substitute Hours:	0.00	0.00
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**COMMENTS & HISTORY**

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Browse... Remove

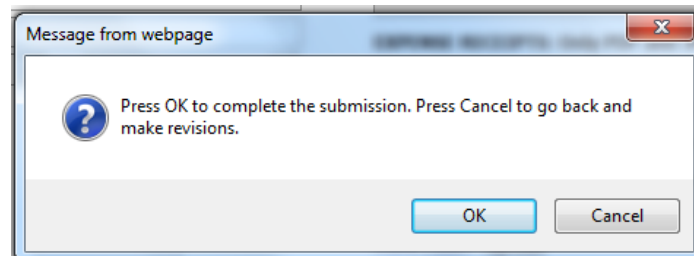
Browse... Remove

More Files? Upload

How to Submit your Application for Staff Development.pdf

Submit Save Cancel Close

15. Click OK on the warning message



16. An email will be sent to you once your submission is received

