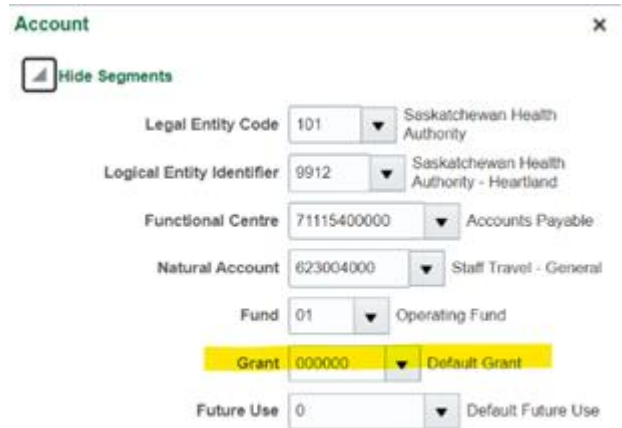
 Saskatchewan Health Authority	MC-WS-0050 JPCHF PD Fund Reimbursement Process	
	Title:	JPCHF Professional Development Fund Reimbursement Process
	Role performing Activity:	
<h1>STANDARD WORK</h1>	Location: SHA	Department/Unit: Maternal and Child
	Document Owner: Kim Woycik, Executive Director – Maternal and Children	Date Prepared: 21-Oct-2025
	Last Revision: Enter a date	Date Approved: 16-Dec-2025
	Related Policies/Documentation:	

Work Standard Summary: To provide consistent processes for reimbursing JPCH Professional Development Fund within Maternal and Children services.

Essential Tasks:	
1.	To complete an expense claim reimbursement, refer to the KB document KB0012082 .
2.	<p>When you get to point 10 on the KB document follow these next steps: → Under the account expense claim code section, you will need to enter a “grant segment” to identify the expense as being funded by the JPCHF as highlighted in the example below. Shown below; the default grant segment needs to be changed to “108004” when submitting expenses related to JPCHF PD funds.</p> 
3.	Once this section is completed you will go back to the KB document KB0012082 to complete the remainder of the expense claim reimbursement.