

## **PROFESSIONAL DEVELOPMENT REIMBURSEMENT ACCOUNTS**

### **Faculty and Professional Librarians**

Faculty/Librarian members at the rank of Full Professor, Associate Professor, Assistant Professor, Lecturer, and Professional Librarian will be entitled to a reimbursement of professional development expenses to a maximum amount of \$1,400 annually for the period May 1, 2007 to April 30, 2008. The University shall reimburse such members, up to the maximum, for eligible expenses submitted with appropriate supporting documentation in accordance with the following guidelines and the Collective Agreement. All materials and equipment purchased shall be the property of the University. PDR accounts will be administered in accordance with Canada Revenue Agency Guidelines.

#### **Guidelines:**

- (a) Members must submit a completed expense report in respect of the Professional Development Reimbursement to the Department Chair, Dean, or University Librarian (or, in her absence, the Associate Librarian) no later than April 30, 2008. Appropriate original vouchers and/or original evidence of payment must be attached to the completed form. Expenditures must clearly have been incurred in the period May 1, 2007 to April 30, 2008. Where expenses are claimed in connection with trips, the documentation must show the location, date(s) and reasons for the trips. Please note that the documentation will not be returned to the member.
- (b) The Department Chair, Dean, University Librarian (or, in her absence, the Associate Librarian) shall, for his/her faculty, approve all claims for eligible expenses, up to the maximum, as soon as practicable and shall forward the expense report to Accounts Payable for processing of the claim. Chairs/Directors shall sign and forward their own expense reports to the appropriate Dean for approval.
- (c) Eligible expenses include, for example; books, periodicals, materials, supplies or equipment related to research; expenses incurred in publishing scholarly research; expenses to attend conferences not covered by travel grants paid by the University; membership dues in professional associations or learned societies.
- (d) Eligible expenses do not include, for example; travel expenses for a member to teach at a location other than a member's home campus; tuition (including transcripts and ancillary fees); reimbursement or payments made to a relative of the member who holds the account.
- (e) Because the Professional Development Reimbursement is for eligible expenses actually incurred, the payment of claims will not be reported by the University as income. Consequently, these expenditures are not valid deductions from the employee's income for taxation purposes.
- (f) If applicable, any unspent balance shall be carried forward.
- (g) If applicable, members will be able to run an overdraft on Professional Development Reimbursement accounts, in the amount of four years' allowance, subject to normal approvals. Should a person leave the University, the amount of the overdraft would be deducted from that person's final cheque.