

UNIVERSITY OF WINNIPEG COLLEGIATE
CLAIM FOR REIMBURSEMENT OF
TRAVEL AND PROFESSIONAL DEVELOPMENT EXPENSES
FOR MEMBERS (Pursuant to Clause 23.04)
2015 - 2019

REGULATIONS CONCERNING PROFESSIONAL DEVELOPMENT EXPENSES FOR TEACHING STAFF

1. A Member may draw on these funds at any time that the member has accumulated receipts totalling \$250 or more between April 1 and March 31 to defray his/her legitimate expenses pursuant to Clause 23.04 (a).
2. Expenditures must relate to the Member's particular current professional and teaching duties and be in the general nature of:
 - a) Computers, iPads/tablets, books, periodicals, materials, supplies or equipment.
 - b) **Travel Expenses:** All travel must have received prior written approval by the dean. If travel costs are being claimed, please complete and attach the travel expense claim form and supporting receipts. You must have the form signed by your Dean.
 - c) **Membership dues** in professional associations or learned societies.
 - d) **Tuition** or other fees for professional training.

***** ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR. *****

Claims should be submitted to The Collegiate Office for approval.

Financial Services:

Please issue a cheque for the total shown to:

_____ Collegiate _____
 Name Department Telephone

covering the following expenses incurred and paid in accordance with the regulations as set out above.

PLEASE PROVIDE AN ITEMIZED LIST OF EXPENSES AND ORIGINAL RECEIPTS. If the space below is not sufficient, attach an additional page.

	<u>GST Amount</u>	<u>Total Amount</u>
a) _____	\$ _____	\$ _____
b) _____	\$ _____	\$ _____
c) _____	\$ _____	\$ _____
d) _____	\$ _____	\$ _____

TOTAL \$ _____
 (may not exceed \$1347 plus amount carried over from eligible prior years, if applicable. See 23.04.f.)

TO BE COMPLETED BY THE COLLEGIATE OFFICE ONLY:

Account # a) _____	Amount \$ _____
Account # b) _____	Amount \$ _____
Account # c) _____	Amount \$ _____
Account # d) _____	Amount \$ _____

I hereby certify that the above is a correct statement of expenses and has not been nor will be reimbursed from any other source. This claim pertains to the year ending March 31, 20__.

Date _____

Signature of Claimant

Date _____

Budget Approval
Collegiate Office

Cheque # _____ issued _____ for \$ _____

Financial Services

**University of Winnipeg Faculty Association, Collegiate Division.
Collective Agreement April 1, 2015 – March 31, 2019**

23.04

Travel and Professional Development Allowance

(a) Whereas the Employer expects that Members may attend workshops, study sessions or conferences necessary to communicate and extend knowledge, and need to purchase items such as books, journals, equipment, memberships in professional associations, related to the performance of their professional and teaching duties, the Employer shall provide a travel and professional development allowance (TPDA).

(b) The Employer shall continue to make available a sum of thirteen hundred and forty-seven dollars (\$1,347) to each Member for travel and professional development, which became effective March 31, 2013.

(c) The annual TPDA amount shall be reduced on a pro-rated basis for Members who go on a reduced or part-time appointment, or on leave of absence without pay.

(d) The TPDA shall not accrue to a Member while on leave pursuant to Clauses 28.16, 28.27, 28.28 and 28.41 – 28.47 except that a Member on leave may have access to carry-over amounts from previous years pursuant to Clause 23.04 (f).

(e) Except for travel, a Member may draw on these funds to defray his/her legitimate expenses pursuant to Clause 23.04 (a) at any time that the Member has accumulated receipts totaling at least \$250 or the remainder of the Member's allowance, whichever is the lower amount.

(f) On March 31, any unexpended portion of a Member's TPDA shall be automatically carried over into the next fiscal year. As early as reasonably possible, all Members will be notified by the Office of the Dean of the funds in their TPDA at the beginning of the fiscal year. Unexpended TPDA funds may be carried over to a third consecutive fiscal year. Carry over to a fourth consecutive year will not be permitted. For the purpose of calculating the money available for carry over, the fund shall be administered on a "first-in, first-out" basis.

(g) A Member shall present an application for travel to the Dean who shall approve it provided that such travel is for the purposes specified in Clause 23.04 (a) and provided further that the Member's obligations and responsibilities are covered during his/her absence.

(h) Members shall provide the Dean with receipts or records of purchase of items or of travel and related expenses, to accompany any request for reimbursement to be charged against the Member's TPDA.

(i) Members travelling on authorized University business, except those travelling under the provisions of Clause 23.04 (a), shall be reimbursed for incurred expenses in accordance with current University policy.