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UNIVERSITY OF NORTHERN BRITISH COLUMBIA PROFESSIONAL DEVELOPMENT CLAIM

http://www.unbc.ca/assets/hr/faculty_agreement.pdf

Name of Faculty Member:	Faculty/Employee ID#
Name of Faculty Member:	Faculty/Employee ID#

Organization:

Phone:

Home Address:

c/o Address Not Permitted

(ALL CLAIMS MUST TOTAL \$150.00 OR GREATER BEFORE REIMBURSEMENT WILL BE MADE)

							(Shaded A	reas f	for Offic	e Use Onl	y)	Total	
DESCRIPTION	FUND	ORGN	ACCT	PROG	ACTV	LOCN	Amount before	e tax	Prov	v F	ed	Amount	t
						TOTAL:							

I hereby certify:

That all expenses are directly related to my responsibility for teaching, research, professional or general University duties; the expenses have not and will not be claimed from any other source; and title of ownership to any purchase shall remain with UNBC.

Signature of	Claimant
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Da	te:		
(11		```	

(dd-mmm-yyyy)

Approval (Dean/Chair)

Date:	
(dd-mmm-yyyy)	

Claimant – please print

Dean/Chair – please print

Revised: Jan 22, 2025 G:\ACCTING\Forms\Professional Development Claim 2025.pdf

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

PROFESSIONAL DEVELOPMENT CLAIM FORM DESCRIPTION

- Purpose: To enable eligible personnel to claim reimbursement for expenses incurred and paid in accordance with the Faculty Agreement article on the Professional Development Allowance.
- Approval: All claims must be signed by the claimant and app**G/QAGGINESS** Approval.

GENERAL PROFESSIONAL DEVELOPMENT ALLOWANCE REGULATIONS

- 1. For eligibility refer to the Faculty Agreement Article 28.
- 2. Eligible members may carry forward previous years-unused entitlements up to a maximum of \$6,000.00.
- 3. **Expenditures in every case must have been made in the first instance by the individual and will be reimbursed by the University upon proof of payment.** They must relate to the particular individual's present responsibilities for teaching, research, professional or general University duties and be in the general nature of:
 - a. Books, manuscripts, magazines, subscriptions, equipment, software related to teaching, professional or research materials or supplies (on the express understanding that items of a physical nature with a continuing value are being purchased on behalf of the University and remain the property of the University when the faculty member leaves).
 - b. Membership dues in professional associations or learned societies.
- 4. All claims must be made on the Professional Development Claim Form and signed personally by the faculty member with approval by the appropriate Dean or Chair.
- 5. **Each claim must be supported by appropriate original vouchers.** Expenses incurred while the individual is in the employ of the University of Northern British Columbia during a period when the entitlements are depleted may be claimed at a later date when additional entitlements become available.
 - a. Original invoices must show the item purchased (i.e., book titles, video titles, etc.) as well as the date of purchase and purchase price.
 - b. Memberships, subscriptions, etc., purchased on a prepayment basis must have a copy of the original voucher or request for payment
 - c. Claims for items purchased at the University Bookstore must have the original cash register receipt. Stationery items purchased must be detailed.
 - d. All backup documentation must be stapled to the claim.
- 6. As these expenditures are not being reported by the University as income of the individual, they are not valid deductions from the staff member's income for tax purposes.