

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 approved by the appropriate Dean. ~~c/o Address Not Permitted~~

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.