



Bulletin

Professional Expense Reimbursement

The Bulletin is a publication provided to Members to address issues of interest that may have an impact on Members' Academic lives.

Our *Collective Agreement* includes a professional expense reimbursement fund for the compensation of professional development expenses (see Article 1.22 Professional Expense Fund, pp. 44-45). The Professional Expense Reimbursement fund was established to allow all StFXAUT full-time members to access funds for their own professional development. A professional development fund is common at other Universities and was introduced in our *Third Collective Agreement*.

Each year the Professional Reimbursement fund is significantly underspent with less than a majority of eligible Members accessing the fund. \$90,000 of funds dedicated to prior years' professional expense reimbursement will expire this year. In your planning for this year, consider the types of expenses you incur or may incur that could be reimbursed from your own allowance of the professional expense fund.

All full-time Members are eligible to be reimbursed up to \$600.00 per year (July 1 to June 30) for professional expenses related to scholarly and/or teaching duties and responsibilities and for any professional expenses necessary to maintain

professional status. The amount is prorated for employment terms of less than a full year. The annual amount rolls over for one year before it expires.

There is a large scope of expenses eligible for the reimbursement from the Professional Reimbursement Fund including travel and associated expenses, registration fees, membership fees and dues, books and subscriptions, and supplies and equipment such as electronic hardware and software. Our Joint Committee representatives confirmed that the Deans are committing to be 'generous' in their interpretation of what qualifies as professional development wherever remotely related to scholarly activities.

To request the reimbursement, complete the Professional Development Fund Expense Claim Form located on the Accounting services website (Accounting Services – Forms and Guidelines – Purchases – Non-travel related reimbursement requests) (https://sites.stfx.ca/financial_services/guides-and-tutorials.html) and submit the completed form with receipt(s) attached for approval to either the Dean of the Faculty, University Librarian or Director, as appropriate, in which you are primarily employed. In compliance with Canada Revenue Agency (CRA), to be considered non-taxable goods purchased with PD funds remain the property of the University