

# Professional Expenses Fund (TUFA)

**Category:** Expenses

**Approval:** Deans' Office of Arts & Science

**Responsibility:** Deans' Office of Arts & Science

**Date:** July 2023

## Purpose

This document is a guideline for Clause IV.15 of the Collective Agreement between the Board of Governors, Trent University, and the Trent University Faculty Association (TUFA).

## Eligibility

All members of the bargaining unit shall be eligible to receive the Professional Expenses Fund (PEF) of \$1950.00. Professional Expenses Fund entitlements shall be appropriately pro-rated in the following situations:

- case of limited term appointments which have terms of less than one year
- TUFA faculty have duties and responsibilities that are less than full-time.
- start dates of full-time faculty after July 1<sup>st</sup>

## Criteria

The criteria applicable for expenses under the professional expenses fund shall be those established by Trent University's Finance Department (Purchasing and Accounts Payable) and be in accordance with the purchase of books, periodicals and other materials required to fulfil the duties assigned members in VIII.1.1 (b) and VIII.1.2 (d) (i) and/or (ii) of the Agreement; and expenses incurred in publishing scholarly research.

Attendance at conference must be supported by notice of conference indicating location and dates. Trips to libraries, laboratories etc. must be fully described: location, date and reason for visit. Expenses for events and travel can only be submitted for reimbursement once the event and travel has occurred.

Any materials remaining after use by the member for purposes of research (i.e. purchases of equipment) will become the property of the University.

## **Termination of Appointment / Employment**

In the case of members whose appointments are scheduled to terminate on or prior to June 30th of any year, such members are expected to submit a final claim no later than the terminal date of the appointment. Any funds remaining at July 1 will be allocated to the Dean's Contingency Fund.

Upon resignation or termination of appointment, any equipment and/or furniture purchased through the Trent University fund will become the property of the University. Any funds remaining at that time will be reallocated.

## **Carry Over / Forward**

For members whose appointments are ongoing into the subsequent academic year, on each June 30, unspent portions will be carried over to the next academic year, provided that the total on July 1 of any year will not exceed the sum of professional expenses and flexible benefits made available from the immediately-preceding three (3) years. Balances exceeding this amount on July 1 will have the excess permanently removed therefrom.

For limited-term appointments of a year or more's duration, the anniversary date, for the purposes of allocation and rollover funds, shall be the first day of the member's appointment.

## **Submitting a Claim**

All Professional Expense Fund claims must be submitted through Chrome River on the myTrent portal.

## **Receipts**

Each claim must be supported by receipts, evidence of payment, and evidence of shipment of product (if applicable).

Receipts must be included within each claim. When submitting several receipts in one claim, each receipt must be listed separately, including the date and location of purchase for tax rebate purposes. Expenses must have been incurred and paid for within the last two academic years.

## **Number of Claims**

A maximum of three claims may be made during the academic year, July 1 to June 30, for expenses incurred and payment made within the last two academic years prior to the date claimed. Members will be advised twice a year as to the status of their Professional Expenses Fund.

## **Per Diem Rates**

Mileage – all travel claims for automobile mileage will be reimbursed at the rate of \$0.52 per km.

Meals – costs up to the following amounts do not require submission of receipts.

- Breakfast \$ 10.00
- Lunch \$ 12.00
- Dinner \$ 23.00
- Per Day – within Canada \$50.00
- Per Day – International \$75.00

## **Miscellaneous**

For parking meter charges, tolls, reasonable gratuities, valet parking, cab and bus fares, \$30.00 per day will be reimbursed without receipt.

## **Income Tax Status**

Payment of claims under the Professional Expenses Fund shall not be reported by the University as income for the individual member concerned. Therefore, expenditures incurred under this provision for the Professional Expenses Fund are not valid deductions from the member's income for taxation purposes

## **Further Information**

Any questions or concerns regarding Professional Expenses Funds should be directed toward Kelsey Verboom (kelseyverboom@trentu.ca), Deans' Office of Arts and Science, 705-748-1243.