

Accounting Services Guide

Travel & Professional Development (TPDA) & Chair's Professional Activity (CPAA)

Each year faculty are provided with an agreed upon amount for TPDA (pursuant to Clause 29.04 (4) of the UWFA collective agreement). Payments from TPDA may be drawn between April 1 and March 31 in increments of no less than \$250.00

TPDA expenditures must relate to the faculty's particular current professional and teaching duties and be in the general nature of:

1. Computers, iPads/tablets, books periodicals, materials, supplies or equipment.

Materials with a continuing value remain the property of the University. University capital asset tags must be attached to all materials with a cost of \$2,500 or more. Asset tags can be obtained at Shipping & Receiving. Should they not be available there, asset tags can also be obtained from Anita Theroux-Comeault, Financial Services. No claim should be submitted for books or materials that are intended to remain as personal property.

2. Travel expenses

All travel must have received prior written approval from your Dean or Chair and must be accompanied by a University Travel Expense Claim Form and supporting receipts.

3. Membership dues

For professional associations or learned societies

4. Tuition, or other fees

For professional training

CPAA expenditures must relate to the Chair's particular current professional duties and defray expenses related to the performance of his/her duties as Chair, exclusive of hiring any staff or contractors.

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TPDA/CPAA claims (Appendix A & B) must include all original receipts/documents for each item claimed and bear dating of the current fiscal year. Original receipt/documents may include:

- Supplier's invoice
- Online purchase confirmation document
- Packing slip
- Membership/subscription renewal notice
- E-ticket or itinerary for air travel
- Conference registration confirmation
- Visa receipts

The amount paid must be clearly indicated on the documentation, and any applicable taxes broken out. Any amounts claimed in a foreign currency must be converted to CDN dollars and support provided for the rate of exchange used. *Note: Visa receipts alone are not considered sufficient documentation to support your claim.*

Properly supported and approved claims for TPDA/CPAA must be forwarded to the Administrative Officer to the Provost and Vice-President, Academic and International for their review and approval. Once approved the claim will be forwarded to Financial Services where it will be checked for supporting documentation and re-calculated prior to processing for payment.

Cheques issued for TPDA will be forwarded to the claimant through internal mail.

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Appendix A

UNIVERSITY OF WINNIPEG
CLAIM FOR REIMBURSEMENT OF
TRAVEL AND PROFESSIONAL DEVELOPMENT EXPENSES
FOR MEMBERS (Pursuant to Clause 29.04)
2013-2014

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 29.04 (4).
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. Materials with a continuing value remain the property of the University.. No claim should be submitted for books or materials the member wishes to keep as his/her personal property.
 - b) **TRAVEL EXPENSES: ALL TRAVEL MUST HAVE RECEIVED PRIOR WRITTEN APPROVAL BY THE DEAN/DIRECTOR/UNIVERSITY LIBRARIAN IF TRAVEL COSTS ARE BEING CLAIMED, PLEASE COMPLETE AND ATTACH TRAVEL EXPENSE CLAIM FORM AND SUPPORTING RECEIPTS.**
 - 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 Office of the Vice-President (Academic) for approval.

Financial Services:

Please issue a cheque for the total shown to:

| | | |
|------|------------|-----------|
| 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>Amount</u> |
| a) | \$ |
| b) | \$ |
| c) | \$ |
| d) | \$ |
| TOTAL (may not exceed \$1447 plus amount \$ _____ carried over from 2012-2013), if applicable) | \$ |

TO BE COMPLETED BY OFFICE OF THE VICE-PRESIDENT (ACADEMIC) ONLY:

| | |
|--------------------------------------|--------------|
| Account # <u>30602</u> | Amount _____ |
| Account # <u>0-10-2102-73510-000</u> | Amount _____ |

I hereby certify that the above is a correct statement of expenses and has not been or will not be reimbursed from any other source. This claim pertains to the year ending March 31, 2014.

| | |
|--|---|
| Date _____ | _____ Signature of Claimant |
| Date _____ | _____ Budget Approval Office of the Vice-President (Academic) |
| Cheque # _____ issued _____ for \$ _____ | _____ Financial Services |

Link: <http://www.uwinnipeg.ca/about/administration/docs/tpda-form.pdf>

Accounting Services Guide

Travel & Professional Development (TPDA) & Chair's Professional Activity (CPAA)

Appendix B

UNIVERSITY OF WINNIPEG
CLAIM FOR REIMBURSEMENT OF
CHAIR'S PROFESSIONAL ACTIVITY ACCOUNT (CPAA)
(Pursuant to Clause 22.11 (5a-c))
2013-2014

REGULATIONS CONCERNING PROFESSIONAL ACTIVITY EXPENSES FOR CHAIRS

- 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 expenses pursuant to Clause 22.11.
- Expenditures must, in the first instance, relate to the Chair's particular current professional duties and be in the general nature of:
 - "A Chair's Professional Activity Allowance (CPAA) to defray expenses related to the performance of his/her duties as Chair, exclusive of hiring any staff or contractors".
- *** ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR.*****
Claims should be submitted to the Area Dean for approval. The approved claim will then be forwarded to the Vice-President (Academic) for payment.

To the Controller:
Please issue a cheque for the total shown to:

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>Amount</u> |
|--------------------------------------|-----------------|
| a) _____ | \$ _____ |
| b) _____ | \$ _____ |
| c) _____ | \$ _____ |
| TOTAL (may not exceed \$2272) | \$ _____ |

TO BE COMPLETED BY OFFICE OF THE VICE-PRESIDENT (ACADEMIC) ONLY:

| | |
|-------------------------------------|--------------|
| Account # <u>30604</u> | Amount _____ |
| Account # <u>0-0-2102-73512-000</u> | Amount _____ |

I certify that this claim is a correct statement of expenses and has not been or will not be reimbursed from any other source. This claim pertains to the year ending March 31, 2014.

Date _____ Signature of Claimant _____

Date _____ Signature of Dean _____

Date _____ Budget Approval _____
Office of the Vice-President (Academic)

Cheque # _____ issued _____ for \$ _____ Signature of Controller _____

Link: <http://www.uwinnipeg.ca/about/administration/docs/cpaa-form.pdf>