

**UNIVERSITY OF WINNIPEG**  
**CLAIM FOR REIMBURSEMENT OF**  
**CHAIR'S PROFESSIONAL ACTIVITY ACCOUNT (CPAA)**  
(Pursuant to Clause 22.12(5))  
**2022-2023**

**REGULATIONS CONCERNING PROFESSIONAL ACTIVITY EXPENSES FOR CHAIRS**

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 expenses pursuant to Clause 22.12(5)
2. Expenditures must, in the first instance, relate to the Chair's particular current professional duties and be in the general nature of:
  - a) **"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".**
  - b) **Please refer to the CPAA Eligible Expenses form regarding eligible expenses.**  
[\(https://www.uwinnipeg.ca/about/administration/docs/cpaa-eligible-expenses.pdf\)](https://www.uwinnipeg.ca/about/administration/docs/cpaa-eligible-expenses.pdf)
  - c) **\*\*\* ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR April 1, 2022 – March 31, 2023.\*\*\***
3. 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.

RECEIPT ITEMS	REASON/PURPOSE	REIMBURSEMENT AMOUNT (tax incl)	ACCOUNT (5 Digits)	CPAA AWARD (5 digits)
<b>TOTAL</b>				

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, 2023.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Dean

Date \_\_\_\_\_

\_\_\_\_\_  
Budget Approval  
Office of the Vice-President (Academic)

Cheque # \_\_\_\_\_ issued \_\_\_\_\_ for \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Controller