

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
 PROFESSIONAL DEVELOPMENT CLAIM**
http://www.unbc.ca/assets/hr/faculty_agreement.pdf

Name of Faculty Member: _____ Faculty/Employee ID# _____

Organization: _____ Phone: _____

Home Address: _____ c/o Address Not Permitted _____

(ALL CLAIMS MUST TOTAL \$150.00 OR GREATER BEFORE REIMBURSEMENT WILL BE MADE)

DESCRIPTION	FUND	ORGN	ACCT	PROG	ACTV	LOCN	(Shaded Areas for Office Use Only)						Total Amount	
							Amount before tax		Prov		Fed			
							TOTAL:							

I hereby certify:

That all expenses are directly related to my responsibility for teaching, research, professional or general University duties; the expenses have not and will not be claimed from any other source; and title of ownership to any purchase shall remain with UNBC.

Signature of Claimant

Date: _____
 (dd-mmm-yyyy)

Claimant – please print

Approval (Dean/Chair)

Date: _____
 (dd-mmm-yyyy)

Dean/Chair – please print

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.