

CRITERIA APPROVED BY THE JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

ALLOWABLE EXPENSES

1. AIRFARE

- Travel must be at the most reasonable economy class rate
- Upgrades that are medically necessary must be communicated to the JPDC and approved prior to the event or activity
- Travel medical insurance coverage is not a reimbursable expense
- Flight cancellation insurance is not an approvable expense
- One checked bag and a personal item is acceptable
- Required airport improvement fees, security NAV Canada and fuel surcharges are acceptable PD expenses
- Travel Visa fees where required are allowable expenses

2. ACCOMMODATIONS

- When attending an event, conference, symposium, annual meeting etc., it is acceptable to stay at the hotel where the event is being hosted
- Where there is no host venue for an event, conference, symposium, annual meeting etc., accommodation expenses are limited to reasonable amounts which normally will not exceed the rate of a single standard room. For single standard room rates please refer to:
<http://rehelev-acrd.tpsgc-pwgsc.gc.ca/ACRDS/index-eng.aspx>

When booking for approved PD activities accommodations must comply with the following guidelines:

- If the conference site imposes mandatory resort fees In-Service Professional Development will reimburse this expense
- Internet charges are allowable
- No hotel upgrades
- No fitness centre/health club fees
- No pet fees/charges
- No hotel telephone charges

Within the lower mainland the following additional rules apply:

- Single day conference in the Fraser Valley/Lower Mainland
 - Accommodations are not an approvable expense
- Two day or multi-day conferences in the Fraser Valley/Lower Mainland
 - Accommodation is approvable for the evening(s) between the conference days
- Accommodations are approvable as long as they don't exceed the conference hotel rate

Outside of the Lower Mainland:

- When travel time is needed to reach a destination outside of the lower mainland, per diems and travel expenses will be reimbursed a day before the event and the day after

3. TRANSPORTATION

- Mileage can only be claimed for personal vehicles (no mileage can be claimed for rental cars)
- Either claim mileage or gas/car rental
- Parking for approved PD activities is acceptable (receipts required)
- If driving (mileage) is the least expensive travel option compared to the combined travel cost of other modes of transportation (flight, train, bus, etc.).
- In situations where it may be more economical for two or more people to travel together, carpooling is encouraged. Mileage or car rental costs may be claimed only by the driver or owner of the vehicle
- Ferry costs, ferry reservation fees, highway tolls, taxi, shuttle bus, public transit/metro and parking are acceptable PD expenses

4. CONFERENCE AND REGISTRATION FEES

All registration fees associated with approved In-Service Professional Development activities are covered.

5. MEALS AND PER DIEMS

When attending an event, conference, symposium, annual meeting etc., meals and per diem expenses cannot be claimed when otherwise provided for, such as meals already provided by conference fees, transportation carriers, and hosts.

Please note: for 1 day courses within the Lower Mainland, only lunch expense (must have detailed original receipt) or lunch per diem rate will be reimbursed.

6. REFERENCE MATERIALS

One expense claim may be submitted each fiscal for professional memberships and resource/reference materials combined.

Common resource materials include: books, journals, and software.

- Faculty resource material must be applicable to the faculty member's educational background and to the relevant professional area
- Staff resource material must directly relate to current or near future professional growth at UFV

Common guidelines include:

- Items purchased are a University resource intended for the use of an individual UFV employee
- Software purchases are University owned resources that are provided to develop and upgrade job-related skills
- Fund does not cover departmental required resource materials (i.e. department software purchases)
- Duplicate copies of resource material will not be reimbursed
- Benefit of purchase must be primarily to the employer

Acceptable software purchases for use to develop and upgrade current job related skills include:

- Microsoft Windows operating system and upgrades
- Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- Fire walls/Anti-virus/pop-up blocks
- Software required for a credit course or Continuing Studies course

7. SELF-GUIDED STUDY TRIPS

The employee must provide a detailed itinerary along with the In- Service Professional Development Application.

NON-ELIGIBLE ACTIVITIES/PURCHASES INCLUDE:

- Articulation meetings
- Office supplies, furniture and equipment
- Computers, laptops, iPods, iPads and camera's (hardware items are not eligible)
- Required training and software which should be departmental expenses
- Research equipment and supplies
- Liability insurance
- Passport fees / Visa
- Subcontract fees
- Convocation gowns
- Gym memberships and personal trainers
- Items claimed which are or will be reimbursed from any other source (department. Grants etc.)