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The amount of reimbursement available for Professional Development is:

- o \$1,100 per calendar year for continuing employees

For continuing employees, unused Professional Development funds in a calendar year may be carried forward to the next calendar year but in no case will a Continuing Employee's entitlement be greater than:

- o \$5,500

**One-time Supplement for Continuing Employees:**

Eligible employees will receive a one-time supplement of \$500 (pro-rated for part-time) that will be loaded into employees' accounts in early January, 2024, and subject to the carry-over cap of \$5,500. When claims are submitted in 2024, receipts for purchase incurred from Sept 5 – Dec 31, 2023 will be honoured.



The amount of reimbursement available for Professional Development is:

- o \$550 per calendar year for temporary employees

There is no carried forward amount for temporary employees.

**One-time Supplement for Temporary Employees:**

Eligible employees will receive a one-time supplement of \$250 (pro-rated for part-time) that is available in employees' accounts for the remainder of 2023. The supplement may be used for eligible expenses incurred from Sept 5 – Dec 31, 2023. Eligible employees are those who have contracts that are 365 days or longer as of Sept 5, 2023. For employees who have already submitted an expense claim in 2023, they may submit an additional claim in the 2023 for purchases made after Sept 5, 2023. The supplement will not be carried forward to 2024.



Before submitting a claim, check your current available balance online at [my.sfu.ca](http://my.sfu.ca) (click on Resources). Your reimbursement claim cannot exceed your available balance.



Please use the Professional Development Expense Fillable form and email the form and receipts to [pei\\_learn@sfu.ca](mailto:pei_learn@sfu.ca). Receipts can be scanned or photographed and included as attachments.



Order forms, estimates and packing slips are not acceptable as an invoice or proof of payment. If receipt/invoice does not clearly state the total amount paid, it must be accompanied by proof of payment.

A copy of a credit card sales slip/statement on its own is not sufficient: employee must submit the invoice as well (eg. must provide restaurant receipt showing all charges being claimed, not just the debit/credit card receipt). All items purchased and method of payment must be clearly indicated on the statement.



Updated January 10, 2024

The following table summarizes expenses that are eligible for reimbursement.

Item	Description	Limit
Professional Development Learning Opportunities: conferences, courses, workshops, seminars	<ul style="list-style-type: none"> <li>Conferences, courses, workshops, seminars must relate to your area of employment or possible future employment at SFU</li> <li>Can only be claimed after</li> </ul>	<ul style="list-style-type: none"> <li>at 50% of the actual cost of the conference, course, workshop, or seminar</li> </ul>



