

**REIMBURSEMENT OF PROFESSIONAL DEVELOPMENT EXPENSES  
INFORMATION SHEET**

**(IN ACCORDANCE WITH POLICY AD 10-11)**

**PURPOSE:**

The reimbursement available for Professional Development will be pro-rated based on normal hours worked for a Part-time Employee in a Temporary Position.

**CLAIM PERIOD:**

You **may only claim** for expenses which you paid for in the current calendar year plus those from the prior calendar year.

Only **ONE** Professional Development expense statement for reimbursement may be submitted anytime in a calendar year.

**Please Note:** You can only claim for expenses incurred on or after your effective date of eligibility.

**SUBMISSION PERIOD:**

**ONCE A CALENDAR YEAR BETWEEN JANUARY 1 AND DECEMBER 31.**

Claim must arrive by December 31 to Human Resources to be eligible for that calendar year. Any claims arriving after December 31 will be processed in the next calendar year.

**ANNUAL ENTITLEMENT AMOUNT AND BALANCE:**

**Continuing Employee Entitlement:**

The amount of reimbursement available for Professional Development is:  
\$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:

\$5,500

**Temporary Employee Entitlement:**

The amount of reimbursement available for Professional Development is:  
\$550 per calendar year for temporary employees

There is no carried forward amount for temporary employees.

**To Check your Balance:**

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.

## REQUIRED RECEIPTS:

Completed forms and receipts can be emailed to [cpurewal@sfu.ca](mailto:cpurewal@sfu.ca). Receipts can be scanned or photographed and included as attachments.

**Receipts must be in the employee's name and clearly identify the specific item(s) purchased and the total amount paid.** 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

- Conferences
- x Conferences, workshops, seminars must relate to your area of employment or possible future employment at SFU
  - x Can only be claimed after attendance at the event, even if the registration fee was paid in advance
- x Must include proof of conference attendance (i.e. name tag): a copy of the conference

## **EMERGING TECHNOLOGY**

The University will research new & emerging technology as it becomes available and will determine eligibility in accordance with Policy AD10-11.