



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
June 24, 1993

Number
AD 9-22

Revision Date
January 1, 2007

Revision No.
G

Reimbursement of Professional Development Expenses

2. General Policy Statement

The University has established a professional development fund for administrative and professional staff to assist them in their professional development. This fund is in addition to monies normally made available by departments for professional development.

3. Eligibility

A Continuing Employee whose start date falls between January 1 and September 30 is eligible for a reimbursement on January 1 the following year. A Continuing Employee whose start date falls between October 1 and December 31 of one year is not eligible for reimbursement on January 1 immediately following, but will be eligible on January 1 the subsequent year. The professional development allowance will be pro-rated for part-time employees.

4. Entitlement

4.01 The amount of reimbursement for Professional Development is:

5.03 Claims for professional development expenses must be submitted by the employee incurring the expense directly to Human Resources for approval and must be accompanied by original receipts.

5.04 The approved expense statement and receipts will be forwarded by Human Resources to Financial Services.

6. University Property and Determination of Fair Market Value

6.01 All tangible goods (e.g., computer, books), or portion thereof, purchased through the Professional Development expenditures account are the property of the University. At the date that fair market value equals \$0, the ownership of the tangible good is deemed to transfer to the Employee.

6.02 If the Employee retires or terminates employment as a Employee prior to the fair market value equaling \$0, the Employee will have the option of purchasing these item(s) from the University at fair market value or declaring the item(s) a taxable benefit at fair market value as at the date of such retirement or termination of employment. Should the Employee choose to retain any items purchased or declared a taxable benefit under this policy upon retirement or termination of employment, a market value determination will be required.

6.03 The determination of fair market value for purchase or taxable benefit purposes, shall normally be the original purchase price if equal to the value of the reimbursement received by the Employee under this policy or portion thereof, of the capital asset less the accumulated cost of depreciation calculated using the straight-line depreciation method based on the schedule provided below as per the University's financial statements. This method depreciates the capital asset by the same amount each year over the estimated life of the asset.

6.04 Schedule:

Computer equipment, peripherals, software and other related technology	3 years
Other Equipment (if deemed applicable)	8 years
Books	10 years

6.05 Calculation example:

Purchase price of capital asset	\$900 (assume 100% PD reimbursement)
Estimated life of capital asset	3 years
Cost of Depreciation	\$300 per year (\$900 / 3 years)
Capital Asset owned for	2 years
Accumulated cost of depreciation	\$600 (\$300 * 2 years)
Deemed Fair Market Value	\$300 (\$900 - \$600)