

# Bulletin

## *Professional Expense Reimbursement*

The Bulletin is a publication provided to Members to address issues of interest that may have an impact on Members' Academic lives.

Our *Collective Agreement* includes a professional expense reimbursement fund for the compensation of professional development expenses (see Article 1.22 Professional Expense Fund, pp. 45-46). The Professional Expense Fund was established to allow all StFXAUT full-time Members to access funds for their own professional development. A professional development fund is common at other Universities and was introduced in our *Third Collective Agreement*.

In the most recent *Collective Agreement (Fifth)*, the negotiation team negotiated an increase in the allowance per Member from \$600.00 per year to \$750.00 per year effective July 1, 2019. All full-time Members are eligible to be reimbursed up to \$750.00 per year (July 1 to June 30) for professional expenses related to scholarly and/or teaching duties and responsibilities and for any professional expenses necessary to maintain professional status. The amount is prorated for employment terms of less than a full year. The annual amount rolls over for one year before it expires.

There is a large scope of expenses eligible for the reimbursement from the Professional Expense Fund including travel and

associated expenses, registration fees, membership fees and dues, books and subscriptions, and supplies and equipment such as electronic hardware and software. Our Joint Committee representatives confirmed last year that the Deans committed to be 'generous' in their interpretation of what qualifies as professional expenses wherever remotely related to scholarly activities.

To request the reimbursement, complete the AUT Professional Development Fund Expense Claim Form located on the Financial Services webpage (Financial Services – Forms and Guidelines – Travel Claims) or visit the website (<http://www2.mystfx.ca/financial-services/forms-and-guidelines-0>) and submit the completed form with receipt(s) attached for approval to either the Dean of the Faculty, the University Librarian or the Executive Director, as appropriate, in which you are primarily employed. In compliance with Canada Revenue Agency (CRA), to be considered non-taxable goods purchased with professional expense funds remain the property of the University.

Each year the Professional Expense Fund is significantly underspent with less than a majority of eligible Members accessing the fund. In prior years, approximately \$90,000 of funds dedicated to professional expense reimbursement expired.

In your planning for this year, consider the types of expenses you incur or may incur that could be reimbursed from your own allowance of the Professional Expense Fund.

