



" Via Email "

TO: **All Faculty**
C: Sharon Conboy, Skip Triplett, Vice Presidents, Deans, Associate Deans, Operation Managers
FROM: Liz McKinlay and Maureen Shaw
DATE: September 30, 2005
SUBJECT: Personal Professional Development Funds - Reimbursement Process

Kwantlen and the Kwantlen Faculty Association have reached the following agreement for KFA members claiming personal professional development expenses. In developing this clarification of the entitlement, the parties researched the rules on taxable benefits and discussed the best options for all concerned.

Eligibility

1. Regular and non-regular type 2 faculty members are eligible to submit an expense claim for reimbursement from the personal professional development fund as outlined in article 16.04 of the collective agreement.
2. Such funds may not be used to subsidize the Employer's provision of equipment and supplies necessary to conduct the member's regular duties.
3. For the fiscal year of 2005/2006 the allocation for reimbursement will be \$350.00. For 2006/2007, it will be \$100.00.
4. Eligible expenses will include:
 - (a) Travel, registration fees, tuition fees and associated expenses related to meetings, conferences, workshops, seminars, or other similar professional activities, and expenses not covered by or in excess of monies available from other funds for similar purposes;
 - (b) Membership fees in learned societies, service organizations and professional organizations;
 - (c) Books; subscriptions to scholarly and professional journals and magazines, newspapers; and computer software.
5. Any unused amount at the end of each fiscal year shall be carried forward in subsequent fiscal years and placed in the Educational Leave fund.

Procedures to Claim Reimbursement

1. Eligible members may submit their claims at any point after expenses are incurred.
2. Original receipts must accompany all claims for reimbursement and fall within the current fiscal year. The deadline for receipt of expense claims by the Finance Department is **March 15**. Claims received after this date will be returned to the employee.
3. The Employer shall process and reimburse expenses in accordance with expense reimbursement cycles.

Please call Maureen Shaw (local 2149) or Sharon Conboy (local 2069) for additional information.