

UNIVERSITY OF WINNIPEG
CLAIM FOR REIMBURSEMENT OF
CHAIR'S PROFESSIONAL ACTIVITY ACCOUNT (CPAA)
(Pursuant to Clause 22.12(5))
2021-2022

REGULATIONS CONCERNING PROFESSIONAL ACTIVITY EXPENSES FOR CHAIRS

1. A Member may draw on these funds at any time that the member has accumulated receipts totalling \$250 or more between April 1 and March 31 to defray his/her expenses pursuant to Clause 22.12(5)
2. Expenditures must, in the first instance, relate to the Chair's particular current professional duties and be in the general nature of:
 - a) **"A Chair's Professional Activity Allowance (CPAA) to defray expenses related to the performance of his/her duties as Chair, exclusive of hiring any staff or contractors".**
 - b) **Please refer to the CPAA Eligible Expenses form regarding eligible expenses.**
<https://www.uwinnipeg.ca/about/administration/docs/cpaa-eligible-expenses.pdf>
3. ***** ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR.*****
 Claims should be submitted to the Area Dean for approval. The approved claim will then be forwarded to the Vice-President (Academic) for payment.

To the Controller:

Please issue a cheque for the total shown to:

Name _____ Department _____ Telephone _____

covering the following expenses incurred and paid in accordance with the regulations as set out above.

RECEIPT ITEMS	REASON/PURPOSE	REIMBURSEMENT AMOUNT (tax incl)	ACCOUNT (5 Digits)	CPAA AWARD (5 digits)
TOTAL				

I certify that this claim is a correct statement of expenses and has not been or will not be reimbursed from any other source. This claim pertains to the year ending March 31, 2022.

Date _____

Signature of Claimant

Date _____

Signature of Dean

Date _____

Budget Approval
Office of the Vice-President (Academic)

Cheque # _____ issued _____ for \$ _____

Signature of Controller