

## **Travel and Professional Development Allowance (TPDA)**

All purchases remain property of the University and must be made in compliance with relevant University Policies and related procedures. This includes the Purchasing Policy and Procedures, and the Travel, Hospitality and Business Expenditure Policy and procedures. These Policies can be found at:

<https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html>

<b>Item</b>	<b>Description</b>	<b>Eligible Expense</b>	<b>Ineligible Expense</b>
<b>Books/Subscriptions</b>	Associated costs of books and written material related to professional, teaching, research or administrative responsibilities. Receipts or invoices for expenditures of publications must include the title of the publication.	<ul style="list-style-type: none"> <li>• Books</li> <li>• Journals</li> <li>• Magazines</li> <li>• Manuscripts</li> <li>• Subscriptions (including electronic versions) to any of the above</li> </ul>	<ul style="list-style-type: none"> <li>• Gift Cards</li> <li>• Travel Guide books</li> </ul>
<b>Conference Registration</b>	Attendance at conferences, seminars and training courses that relate to work responsibilities or are intended to upgrade skills.	<ul style="list-style-type: none"> <li>• Registration fees</li> </ul>	<ul style="list-style-type: none"> <li>• Conference Activities or supplementary conference fees that are considered optional (e.g. golfing)</li> <li>• Payment of registration fees for other individuals</li> </ul>
<b>Equipment/Software</b>	Equipment purchase, rental or repairs directly associated with any professional, teaching, research or administrative activity. For computers, mobile devices and software, we strongly encourage all acquisitions be requested through TSC to ensure support. Please see support guidelines for details: <a href="https://www.uwinnipeg.ca/tech-sector/policies-and-guidelines/computers-supported-by-the-technology-solutions-centre.html">https://www.uwinnipeg.ca/tech-sector/policies-and-guidelines/computers-supported-by-the-technology-solutions-centre.html</a>	<ul style="list-style-type: none"> <li>• Computer (e.g. desktop, laptop)</li> <li>• Peripheral device (e.g. scanner, keyboard, mouse)</li> <li>• Mobile devices (e.g. cell phone, iPhone, iPad, Blackberry)</li> <li>• Portable storage (e.g. CDs, DVDs, USB drive)</li> <li>• Purchase or rental of equipment</li> <li>• Software related to teaching / research</li> </ul>	<ul style="list-style-type: none"> <li>• Items which would normally be provided by the department</li> <li>• Furnishings</li> <li>• Software unrelated to University duties</li> </ul>
<b>Hosting</b>	Hospitality expenditures are eligible only where the primary purpose is to host external individuals and the event clearly advances or is closely related to business of the university. NOTE: Eligible expenditures must be in accordance with the University of Winnipeg Travel, Hospitality and Business Expenditures Policy.	<ul style="list-style-type: none"> <li>• External hospitality only</li> <li>• Food, non-alcoholic beverages, alcoholic beverages in line with the University's Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Celebratory events held by units such as Christmas party/lunch, BBQ/picnic or retirement receptions</li> <li>• Working sessions/meetings</li> <li>• University wide employee functions</li> <li>• Events that have no external individuals present</li> </ul>

<b>Membership Dues</b>	Payment of membership dues in learned societies and professional organizations related to one's discipline.	<ul style="list-style-type: none"> <li>• Memberships</li> <li>• Annual Professional Membership Dues</li> </ul>	<ul style="list-style-type: none"> <li>• UWFA dues</li> <li>• University of Winnipeg Club membership fees</li> <li>• Recreational facilities</li> <li>• Club memberships</li> <li>• Patent fees</li> </ul>
<b>Miscellaneous</b>	This broad category covers items such as clothing for attendance at convocation ceremonies, safety wear, office supplies and materials, lab supplies and materials, home internet use, etc.	<ul style="list-style-type: none"> <li>• Purchase of academic robes (including cleaning costs)</li> <li>• Safety garments, footwear and other required safety devices</li> <li>• Briefcase / portfolio</li> <li>• Photocopying charges</li> <li>• Home internet, router</li> <li>• Cell phone charges</li> <li>• Office materials and supplies</li> <li>• Lab materials and supplies</li> <li>• Membership processing fees</li> <li>• Gifts or honorariums for speakers or Elders related to the member's research or conference hosted by the member.</li> <li>• Gifts for accommodations as described in the University's Travel and business expenditures procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase of formal apparel (tuxedos and gowns)</li> <li>• Furnishings</li> <li>• Office supplies for home use</li> <li>• Payments to, or any costs associated with paying individuals or unregistered companies for any services performed (e.g. editing, marking, writing)</li> <li>• Gifts for others</li> <li>• Legal fees</li> </ul>
<b>Tuition</b>	Tuition or other educational costs in a field related to the faculty member's current or future responsibility with the university. Any tuition fees reimbursed under TPDA are not eligible expenses for individual tax credit.	<ul style="list-style-type: none"> <li>• Tuition fees leading to a degree, diploma or certificate or which are in addition to the existing Tuition Benefit Program reimbursement</li> <li>• Non-credit courses directly related to a faculty member's research or teaching interests</li> </ul>	<ul style="list-style-type: none"> <li>• Other general interest courses</li> <li>• Non-professional in nature or unrelated courses</li> </ul>

<p><b>Travel</b></p>	<p>Travel and associated expenses related to attendance at meetings, conferences or other similar professional activities. All travel claims must state the purpose of the business travel and be in compliance with the Travel, Hospitality and Business Expenditures Policy (<a href="http://www.uwinnipeg.ca/institutional-analysis/docs/policies/travel-hospitality-and-business-expenditures-policy.pdf">http://www.uwinnipeg.ca/institutional-analysis/docs/policies/travel-hospitality-and-business-expenditures-policy.pdf</a>). Any travel must be approved through the Office of the VP Academic prior to travel and must have already taken place prior to any reimbursement through Financial Services.</p>	<ul style="list-style-type: none"> <li>• Air Travel</li> <li>• Vehicle Rental</li> <li>• Private Automobile</li> <li>• Other Ground Transportation</li> <li>• Accommodations</li> <li>• Meals (actual cost or per diem)</li> <li>• Flight cancellation insurance</li> <li>• Excess baggage fees</li> <li>• Telephone and data communication related to University business</li> <li>• Laundry and valet charges if travel is 5 days or longer</li> <li>• Gratuities for services (itemized)</li> <li>• Expenditures for off campus parking</li> <li>• Foreign exchange fees or charges</li> <li>• Travelers medical insurance if not covered by the University's extended health care plan</li> <li>• Foreign visas/immunizations if incurred for the sole purpose of international travel for University business.</li> <li>• Dependent care may be reimbursable, if unpaid alternatives are not available</li> </ul>	<ul style="list-style-type: none"> <li>• Travel costs of another individual</li> <li>• Business or first class airfare (except as permitted under University Policy)</li> <li>• In room mini bar and movies</li> <li>• Interest charges on corporate or personal credit charges</li> <li>• Cancellation fees from failure to cancel transportation or hotel reservations</li> <li>• Personal travel insurance</li> <li>• Additional private automobile insurance</li> <li>• Passport fees</li> <li>• Combining University business with personal travel limited to related expenses (e.g. air fare, accommodation, food) that would be applicable had the personal travel not occurred</li> </ul>
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