

## **Accounting Services Guide**

### **Travel & Professional Development (TPDA) & Chair's Professional Activity (CPAA)**

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Each year faculty are provided with an agreed upon amount for TPDA (pursuant to Clause 29.04 (4) of the UWFA collective agreement). Payments from TPDA may be drawn between April 1 and March 31 in increments of no less than \$250.00

TPDA expenditures must relate to the faculty's particular current professional and teaching duties and be in the general nature of:

**1. Computers, iPads/tablets, books periodicals, materials, supplies or equipment.**

Materials with a continuing value remain the property of the University. University capital asset tags must be attached to all materials with a cost of \$2,500 or more. Asset tags can be obtained at Shipping & Receiving. Should they not be available there, asset tags can also be obtained from Anita Theroux-Comeault, Financial Services. No claim should be submitted for books or materials that are intended to remain as personal property.

**2. Travel expenses**

All travel must have received prior written approval from your Dean or Chair and must be accompanied by a University Travel Expense Claim Form and supporting receipts.

**3. Membership dues**

For professional associations or learned societies

**4. Tuition, or other fees**

For professional training

CPAA expenditures must relate to the Chair's particular current professional duties and defray expenses related to the performance of his/her duties as Chair, exclusive of hiring any staff or contractors.

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TPDA/CPAA claims (Appendix A & B) must include all original receipts/documents for each item claimed and bear dating of the current fiscal year. Original receipt/documents may include:

- Supplier's invoice
- Online purchase confirmation document
- Packing slip
- Membership/subscription renewal notice
- E-ticket or itinerary for air travel
- Conference registration confirmation
- Visa receipts

The amount paid must be clearly indicated on the documentation, and any applicable taxes broken out. Any amounts claimed in a foreign currency must be converted to CDN dollars and support provided for the rate of exchange used. *Note: Visa receipts alone are not considered sufficient documentation to support your claim.*

Properly supported and approved claims for TPDA/CPAA must be forwarded to the Administrative Officer to the Provost and Vice-President, Academic and International for their review and approval. Once approved the claim will be forwarded to Financial Services where it will be checked for supporting documentation and re-calculated prior to processing for payment.

Cheques issued for TPDA will be forwarded to the claimant through internal mail.

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#### Appendix A

**UNIVERSITY OF WINNIPEG**  
CLAIM FOR REIMBURSEMENT OF  
TRAVEL AND PROFESSIONAL DEVELOPMENT EXPENSES  
FOR MEMBERS (Pursuant to Clause 29.04)  
**2013-2014**

**REGULATIONS CONCERNING PROFESSIONAL DEVELOPMENT EXPENSES FOR TEACHING STAFF**

- 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 legitimate expenses pursuant to Clause 29.04 (4).
- Expenditures must relate to the Member's particular current professional and teaching duties and be in the general nature of:
  - Computers, iPads/tablets, books, periodicals, materials, supplies or equipment. Materials with a continuing value remain the property of the University.. No claim should be submitted for books or materials the member wishes to keep as his/her personal property.
  - TRAVEL EXPENSES: ALL TRAVEL MUST HAVE RECEIVED PRIOR WRITTEN APPROVAL BY THE DEAN/DIRECTOR/UNIVERSITY LIBRARIAN IF TRAVEL COSTS ARE BEING CLAIMED, PLEASE COMPLETE AND ATTACH TRAVEL EXPENSE CLAIM FORM AND SUPPORTING RECEIPTS.**
  - Membership dues** in professional associations or learned societies.
  - Tuition** or other fees for professional training.

**\*\*\* ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR.\*\*\***

Claims should be submitted to the Office of the Vice-President (Academic) for approval.

**Financial Services:**

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.

**PLEASE PROVIDE AN ITEMIZED LIST OF EXPENSES AND ORIGINAL RECEIPTS.** If the space below is not sufficient, attach an additional page.

	<u>Amount</u>
a)	\$
b)	\$
c)	\$
d)	\$
<b>TOTAL</b> (may not exceed \$1447 plus amount \$ _____ carried over from 2012-2013), if applicable)	\$

**TO BE COMPLETED BY OFFICE OF THE VICE-PRESIDENT (ACADEMIC) ONLY:**

Account # <u>30602</u>	Amount _____
Account # <u>0-10-2102-73510-000</u>	Amount _____

I hereby certify that the above 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, 2014.

Date \_\_\_\_\_ Signature of Claimant \_\_\_\_\_

Date \_\_\_\_\_ Budget Approval  
Office of the Vice-President (Academic) \_\_\_\_\_

Cheque # \_\_\_\_\_ issued \_\_\_\_\_ for \$ \_\_\_\_\_ Financial Services \_\_\_\_\_

Link: <http://www.uwinnipeg.ca/about/administration/docs/tpda-form.pdf>

**Accounting Services Guide**  
**Travel & Professional Development (TPDA) & Chair's Professional Activity (CPAA)**

**Appendix B**

**UNIVERSITY OF WINNIPEG**  
**CLAIM FOR REIMBURSEMENT OF**  
**CHAIR'S PROFESSIONAL ACTIVITY ACCOUNT (CPAA)**  
**(Pursuant to Clause 22.11 (5a-c))**  
**2013-2014**

**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 22.11.
1. 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".
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.

**PLEASE PROVIDE AN ITEMIZED LIST OF EXPENSES AND ORIGINAL RECEIPTS.** If the space below is not sufficient, attach an additional page.

	<u>Amount</u>
a) _____	\$ _____
b) _____	\$ _____
c) _____	\$ _____
<b>TOTAL (may not exceed \$2272)</b>	<b>\$ _____</b>

**TO BE COMPLETED BY OFFICE OF THE VICE-PRESIDENT (ACADEMIC) ONLY:**

Account # <u>30604</u>	Amount _____
Account # <u>0-0-2102-73512-000</u>	Amount _____

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, 2014.

Date \_\_\_\_\_ Signature of Claimant \_\_\_\_\_

Date \_\_\_\_\_ Signature of Dean \_\_\_\_\_

Date \_\_\_\_\_ Budget Approval \_\_\_\_\_  
Office of the Vice-President (Academic)

Cheque # \_\_\_\_\_ issued \_\_\_\_\_ for \$ \_\_\_\_\_ Signature of Controller \_\_\_\_\_

Link: <http://www.uwinnipeg.ca/about/administration/docs/cpaa-form.pdf>