UNIVERSITY OF WINNIPEG

CLAIM FOR REIMBURSEMENT OF
CHAIR'S PROFESSIONAL ACTIVITY ACCOUNT (CPAA)
Pursuant to Clause 24.12 (5)
2025-2026

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 \$300 or more between April 1 and March 31 to defray their expenses pursuant to Clause 24.12 (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 Account (CPAA) to defray expenses related to the performance of their duties as Chair, exclusive of any hiring of staff or contractors."
 - b) Please refer to the CPAA Eligible Expenses:

https://www.uwinnipeg.ca/financial-services/docs/cpaa-eligible-expenses.pdf

*** ORIGINAL RECEIPTS MUST ACCOMPANY THE CLAIM AND BEAR DATING OF CURRENT FISCAL YEAR April 1, 2025 – March 31, 2026.***

The Chair shall present their Dean with receipts or records of purchase of items or of travel and travel related expenses. Financial Services: Please reimburse for the total shown to:				
Name	Department		Telephone	
covering the following expenses incurred	and paid in accordance with the regu	ulations as set out above.		
RECEIPT ITEMS	REASON/PURPOSE	REIMBURSEMENT AMOUNT (tax incl)	ACCOUNT	CPAA AWARD
			(5 Digits)	(5 digits)
				<u> </u>
				
	TOTAL			•
I certify that this claim is a correct stateme pertains to the year ending March 31, 2026		I not be reimbursed from any	other source. Th	nis claim
Date		Signature of Claimant		
Date		Signature of Dean		
Date				
		Budget Approval Dean's Office		
Cheque # issued	for \$	Financial Services		