

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 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, 2026.

Date _____

Signature of Claimant

Date _____

Signature of Dean

Date _____

Budget Approval
Dean's Office

Cheque # _____ issued _____ for \$ _____

Financial Services