

## UNIT 3 FUND – EXPENSE CATEGORIES

### I. Conference Expenses

*Travel and associated expenses related to the attendance at conferences, seminars & training courses that relate to work responsibilities or are intended to upgrade skills.*

#### **Eligible expenses:**

- a) Registration Fees (cannot be submitted in advance of attendance)
- b) Vehicle rental
- c) Private automobile use
- d) Flight cancellation insurance
- e) Transit between residence and hotel/airport/train station
- f) Hotel costs/accommodation

#### **Ineligible expenses:**

- a) Conference activities that are considered optional
- b) Payment of registration fees for other individuals
- c) Travel costs of another individual
- d) Meals or in room mini bar and movies
- e) Personal phone calls

### II. Professional Expenses

#### A) Related to Member's Discipline

##### **Membership Fees**

*Membership fees for professional and/or learned societies related to member's discipline required to be able to teach a specific course.*

#### **Eligible expenses:**

- a) Membership fees and processing fees -(e.g., CPA, CASLT, Public health, Architects' membership fees)
- b) Dues

#### **Ineligible expenses:**

- a) Faculty Club Memberships
- b) Recreational Facilities
- c) Club Memberships
- d) Patent Fees
- e) Airport Lounge memberships

### **Professional Journals**

***Cost of written material related to professional, teaching, research responsibilities. Receipts or invoices for expenditures of publications must include title of the publication.***

#### **Eligible expenses:**

- a) Subscriptions to professional and/or learned journals, magazines (including electronic versions)

#### **Ineligible expenses:**

- a) Leisure, entertainment magazines
- b) Travel magazines

### **Professional Development**

***Fees incurred for professional development in a field related to the members current or future responsibility with the University.***

#### **Eligible expenses:**

- a) Tuition fees

#### **Ineligible expenses:**

- a) General interest courses
- b) Courses non-professional in nature
- c) Health/recreation facilities

## **B) Teaching Related**

### **Equipment and Software**

***Equipment purchase, rental or repairs directly associated with teaching activity.***

#### **Eligible expenses:**

- a) Computer (e.g. desktop, laptop)
- b) Peripheral device (e.g. printer, scanner, keyboard, mouse, CD/DVD external drive)
- c) Mobile device (e.g. cellphone, iPhone, iPad, smart tablet)
- d) Portable storage (e.g. External storage, USB drive)
- e) Purchase or rental of equipment (e.g. speakers)
- f) Other technical devices (e.g. pointers/clickers, headphones, drawing/apple pen, power bar)
- g) Repairs of computer, tablet and smart phone including replacement parts, power card, replacement batteries
- h) Software license such as Adobe, MS Office, special software required/related to course (e.g., 3D modelling software, screenwriting software)

#### **Ineligible expenses:**

- a) Items which will normally be provided by the University

### **Miscellaneous Expenses**

***This broad category covers items such as office supplies, materials, hire of temporary service, teaching commute, books and materials related to professional and teaching activities.***

#### **Eligible expenses:**

- a) Payment of services or honorarium fees for speakers, temporary assistants (hired only for a specific period, with a set number of hours, and specific tasks), and professional services such as repair of musical instrument
- b) Office Supplies to facilitate regular functioning of home office, including printer toner/ink, notebook and pens, printing paper, and paper shredder
- c) Teaching Commute includes parking fees, fuel costs, bus and subway fares (max is \$7 each way)
- d) Books, materials related to teaching and not supplied by the University (e.g. musical scores)
- e) Photocopying charges if not covered by the University
- f) Expenses incurred in preparation and completion of scholarly manuscripts

#### **Ineligible expenses:**

- a) Furnishings (e.g. standing desks, computer chairs, lamps, frames, fans, whiteboards)
- b) Briefcases, portfolio
- c) Business cards, letter head printing
- d) Home internet
- e) Cell phone charges
- f) Vehicle maintenance and spares