PURPOSE

The functions assigned to the University by the *University Act* include:

- establishing facilities for the pursuit of research in all branches of knowledge; and
- providing instruction in all branches of knowledge.

In order to fulfill these mandates, it is necessary for the University to acquire various types of property and services for use by its regular faculty members and librarians and to enhance the knowledge and skills of its regular faculty members and librarians by attending conferences, workshops, and engaging in professional development activities. Faculty members and librarians are often the best qualified persons to identify the property and services that will enable the University to fulfill the University's mandate and functions.

When a regular faculty member or librarian recommends that the University acquire property or services, the University, after approving the acquisition, requires the faculty member or librarian to purchase and pay for the property or service and seek reimbursement from the University in accordance with the procedure described in this Policy. Approval will only be given when the instructional and research programs of the University will be the primary beneficiaries of the expenditure.

To obtain the current schedule of Professional Development Expenses for regular faculty and librarians, contact the head of your academic unit.

1.0 PRE-APPROVAL PROCESS

1.1 When a regular faculty member or a librarian holding a continuing appointment recommends the acquisition of property or services, a written request for approval shall be sent:

- in the case of a faculty member who is a member of a Department or School, to the Chair or Director, respectively;

- in the case of faculty member in a Faculty that is not subdivided into Departments or Schools, to the Dean of the Faculty;
• in the case of a librarian, to the University Librarian; and
• in any other case, to the appropriate Vice-President of the University.

1.2 A request for pre-approval shall contain the following information:

- a description of the article, service or membership;
- a description of the benefit to the University; and
- the estimated cost.

1.3 In the case of recommendations to acquire books and periodicals, a request for pre-approval for an unspecified number of books and periodicals in a specified field(s) of research or knowledge.

1.4 Each request for pre-approval is evaluated on the basis of whether the expenditure will benefit the University. By way of guidance and without prejudging any particular request for pre-approval, recommendations for the acquisition of the following kinds of property and services are frequently pre-approved provided that the request demonstrates that the primary benefit of the expenditure will fulfill one of the University’s functions that are described above:

- books, subscriptions to periodicals and journals, reprints, and interlibrary loan charges that will be used in relation to University teaching, research or scholarly activities;
- equipment including computers that will be used in University teaching, research or scholarly activities;
- computer software programs that will be used in University teaching, research or scholarly activities;
- communication and telecommunication expenses that are directly related to University teaching, research or scholarly activities;
- memberships in learned societies that will enhance the knowledge and skills of regular faculty members and librarians and thereby benefit the University;
- memberships in professional organizations where membership is either required by the University or the membership is required for the purpose of maintaining a professional qualification that is necessary to provide instruction in courses being taught by the person;
- expenses incurred with regard to attendance at conferences, workshops, seminars, meetings of learned societies and professional
organizations, and other similar functions (including registration fees, travel and accommodation expenses) where attendance will benefit the University by upgrading or enhancing the knowledge and skills of regular faculty members and librarians;

- research services that are directly related to current research being conducted at the University;

- safety equipment for use in University teaching, research and scholarly activities; and

- academic regalia for use at the University.

1.5 Whenever a faculty member or librarian purchases and pays for property or services in accordance with a pre-approval issued by the University, and a claim for reimbursement is properly submitted to the University, the University will reimburse the faculty member or librarian to the extent provided by this policy.

Requests for pre-approval by faculty members and librarians who are on leave of absence without pay are not eligible for approval.

2.0 REIMBURSEMENT CLAIM PROCEDURE

2.1 Where a faculty member or librarian has incurred a pre-approved expense, a claim for reimbursement may be made by submitting the original invoices and/or receipts together with a copy of the pre-approval and:

In the case of equipment and other articles, a record of the following information:

The serial and model number (if any) together with the manufacturer’s name or brand name; and

The location of the equipment or articles.

2.2 The claim for reimbursement must be sent to the Chair, Director, Dean or Vice-President who pre-approved the expenditure.

2.3 Where a claim for reimbursement accords with the pre-approval and the claim for reimbursement complies with this Policy, the Chair, Director, Dean or Vice-President, as the case may be, shall approve the claim for payment.

2.4 Any disagreement with regard to the payment of a claim for reimbursement shall be referred:

In the case of a Faculty that is sub-divided into Departments or Schools, to the Dean of the Faculty whose decision is final; and
In all other cases, to the Vice-President Academic, whose decision is final.

2.5 Claims for reimbursement should be submitted in the University’s fiscal year (April 1st to March 31st) in which the expenditure was incurred. Claims submitted after the closing of accounts for the fiscal year (approximately April 10th) cannot be processed for a period of approximately one month.

2.6 Any claims for reimbursement by persons whose employment with the University has terminated by reason of retirement, resignation or otherwise must be made not later than 60 days after the termination of employment.

3.0 REIMBURSEMENT RECORD

3.1 Subject to provisions of this paragraph, claims for reimbursement during a fiscal year shall not exceed the amount specified for each academic rank and for librarians in a Letter of Understanding between the University and the Faculty Association.

3.2 Where a person’s employment does not continue throughout a fiscal year, the amount set forth in sub-paragraph (a) shall be proportionately reduced.

3.3 The University shall maintain a “Professional Expense Reimbursement Record” that records the maximum amount of claims that are eligible for reimbursement and the claims that have been approved and paid by the University.

3.4 Any unused balance at the end of the 1998-99 fiscal year in the Professional Development Expense account of a person holding one of the appointment classifications specified in sub-paragraphs (a) or (b) will be rolled forward and added to the maximum amount of claims that are eligible for reimbursement during the fiscal year ending March 31, 2000.

3.5 In subsequent fiscal years, any unused balance in a person’s Professional Expense Reimbursement Record at the end of one fiscal year will be rolled forward and added to the maximum amount of claims that are eligible for reimbursement in the following fiscal year.

4.0 OWNERSHIP OF ARTICLES PURCHASED UNDER THIS PROCEDURE

4.1 All property purchased by a faculty member or librarian for which the faculty member or librarian has received reimbursement from the University becomes and remains the property of the University.

4.2 Upon retirement, resignation or termination of employment, all such property remains the property of the University. The member may offer to purchase the property from the University at its then fair market value.
5.0 PROPERTY INVENTORY

5.1 Property acquired under this Policy will be recorded in the University=s record of assets in a manner consistent with the records kept for other assets acquired by the University.

Approved by the Board of Governors 89.01.16.
Amended 93.11.15, 95.06.26, 96.06.27, 97.05.12, 99.08.12