

UNIT 1 PROFESSIONAL EXPENSE REIMBURSEMENT - 2018 / 2019

ELIGIBILITY: Unit 1 members with sessional appointments (i.e. 9 or more hours per week).

SURNAME (Last Name):

FIRST NAME:

DEPARTMENT:

HOME OR CELL NUMBER:

RYERSON EMAIL:

EMPLOYEE NUMBER:

MAILING ADDRESS (Unit No. - Street No. & Street Name):

City:

Province:

Postal Code:

***** Attach Original Invoices & Original Receipts *****

Limited to 1 application /claim per term. Funds are limited and paid on a first come first serve basis.

For courses, meetings, conferences, seminars, workshops, travel expenses and / or accommodation expenses please attach proof of registration **AND** details of the event i.e. a description and a course outline or an agenda.

All foreign currency transactions must include a credit card or bank statement to validate exchange rates.

Description of Item:

Purchase Date:

Cost:

1)

Attach Original Invoice & Original Receipt

2)

Attach Original Invoice & Original Receipt

3)

Attach Original Invoice & Original Receipt

4)

Attach Original Invoice & Original Receipt

Invoices and Receipts must be numbered and stapled to the claim form in order!

Signature:

Date:

TOTAL COST:

FOR OFFICE / ADMINISTRATION USE ONLY

APPROVED BY:	AMOUNT:		ELIGIBILITY
	\$		
DATE:	ACCOUNT # 2160		\$

Please mail or drop your completed form off to the CUPE office:

(Claim forms sent by email will NOT be accepted)

We are located at 350 Victoria Street, POD 156B, in between the Alterna Credit Union and the Cafeteria

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	Description of Item:	Purchase Date:	Cost:
5)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
6)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
7)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
8)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
9)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
10)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
11)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
12)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
13)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
14)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>
15)	<input type="text"/> Attach Original Invoice & Original Receipt	<input type="text"/>	<input type="text"/>

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Instructors who have a full workload appointment (15+ hours per week) are entitled to reimbursement of expenses of \$550 per semester to maximum of \$1,100 per academic year.

Instructors who have a reduced-workload sessional appointment from 9-15 hours per week are entitled to reimbursement expenses of \$425 per semester to a maximum of \$850 per academic year.

Limited to 1 application / claim per term; all claims must be submitted by June 15th.

Effective Fall 2018, no unused Reduced or Full Sessional Professional Expense Reimbursement Funds from previous years will be eligible to be claimed or paid out (**no carry-over funds after June 1, 2018**).

Funds are limited (based on the Collective Agreement) and paid on a first come first serve basis.

Professional Expenses:

- 1) **Membership fees** in learned societies and professional organizations;
- 2) **Registration fees** for meetings of learned societies, other professional organizations, conferences, seminars, workshops and similar professional activities;
- 3) **Travel, accommodations and associated expenses** related to meetings, conferences, seminars, workshops, study leave or similar professional activities not covered by or in excess of monies available from other funds for similar purposes;

Travel to and from work (including to clinical) are **NOT** eligible expenses. i.e. **NO** car rental, gas, mileage, TTC (metro passes / presto cards) and no GO transit expenses.

- 4) **Books and subscriptions** to scholarly journals;
- 5) **Expenses associated with teaching:** Supplies, materials and **50%** of internet costs from Sept. to June. **You must attach all 10 bills for internet!**
- 6) **Electronic Devices and software** (computers, laptops, tablets and printers).

Cell phones, Office equipment & Gift cards are NOT eligible expenses.

In order to retain nontaxable status, all non-consumable items purchased through the PD Fund remain the property of the University. As such, the instructor using an item, such as a computer, which was purchased through the PD Fund, must follow Ryerson Purchasing Services procedures for obtaining title before selling or otherwise disposing of the item. The Union will retain a copy of PD Fund claim forms as a record of the nature and value of such purchases.

DUE TO THE HIGH VOLUME OF CLAIMS WE ASK THAT MEMBERS

DO NOT CONTACT THE CUPE OFFICE FOR AN UPDATE TO YOUR APPLICATION:

- Incomplete forms and claims submitted on older versions of the claim form will be returned by mail. Please visit the website to download the claim form prior to submitting each claim;
- Claims will be processed once per month from September to December & March to June;
- Claims submitted December 01 to January 31 will be processed the end of February;
- Claims submitted June 16 to August 31 will be processed the end of September;
- **Processing time is 6 to 12 weeks; all cheques will be mailed to members.**