

## **Professional Development Expenses: Guidelines for Management Excluded Staff**

**See Policy:** [HR6400](#)

### **Overview:**

The university recognizes the value of a management team that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the university has established this funded program and [Policy](#) to support individual professional development for the Management Excluded employee group. For purposes of this Policy, professional development includes those activities which enhance the knowledge, performance, or career progression of an employee's work at the university and contributes to the successful achievement of the university's mission.

### **Who Is Eligible?**

Management Excluded employees in a continuing appointment will receive a \$500 allowance in a Professional Development Expense Account for this purpose.

Employees appointed to a term position for longer than 1 year are eligible to receive the allowance after their first year of service.

The annual allowance is calculated according to employment status in the academic year (July 1-June 30).

The university will temporarily suspend annual contributions to professional development expense accounts for individuals in receipt of long-term disability benefits or a long-term leave of absence, other than maternity and parental leave. Annual contributions will be recontinued in the year the individual on long-term leave returns to work.

### **Eligible Expenses:**

Expenses eligible for reimbursement are as follows:

- a) travel (including accommodation), tuition, registration fees and other expenses for workshops, seminars, professional organizations and other similar activities;
- b) membership fees in learned societies and professional organizations; and
- c) expenses (e.g., books, journals, course materials, page charges, reprints, interlibrary loan charges) directly associated with professional development activities.

As of January 1, 2025, equipment (e.g. computer equipment, including but not limited to laptops, tablets, printers, smart phones, smart watches, accessories and peripherals, and audio-visual equipment) and other items are not eligible for reimbursement.

## **Other Ineligible Expenses:**

### *Travel-Related*

- Air travel cancellation insurance
- Briefcases or luggage
- Business or first class travel
- Travel costs of another individual
- Travel guide books

### *Personal*

- Childcare expenses
- Entertainment expenses and gifts
- Medical costs or prescriptions
- Office furniture and furnishings
- Office supplies for home use
- Passports and renewal fees
- Personal clothing other than safety gear or regalia
- Personal living expenses while on leave
- Recreational or lifetime membership fees

### *Other*

- Data and voice plans
- Home internet fees
- Fines, late or change fees
- Recruitment expenses
- Salaries or honorariums
- Third party work, services or expenses

## **Additional Requirements:**

Airfare: Economy class only

## **Prior Approval and Original Receipts**

Employees are required to review potential professional development expenses with their immediate supervisor prior to the purchase. The immediate supervisor will assess whether the expense qualifies as an Eligible Expense in accordance with the Policy and these Guidelines. Requests for expenses that are not covered by the Guidelines must be pre-approved by the requesting employees' Vice-President and in consultation with the Associate Vice-President, Human Resources.

A claim for reimbursement for approved, Eligible Expenses must be submitted to the immediate supervisor. Claims must be supported by original receipts.

## **Tuition Reimbursements:**

In circumstances where professional development funds were used for employment-related training and / or course fees, the Canada Revenue Agency advises that these amounts should not be claimed on income taxes as a personal tuition credit or education amount. For more information, consult the CRA webpage.

## **Assistance:**

For assistance with the application of this policy, please contact [Accounts Payable](#).