

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.

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.

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