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Human Resources  
Board of Governors  
May 2015

- (d) in any other case, to the appropriate Vice President of the university.
- 6.00 A faculty member or librarian who has held a regular academic or regular librarian appointment within the past year and who has retired from the university is entitled to continue to draw on their residual funds in their professional expense reimbursement account for one year after retirement in accordance with the procedures set out in this policy. No funds will be added to the professional expense reimbursement account after the retirement date.
- 7.00 A request for pre-approval will contain the following information:
- (a) a description of the article, service or membership;
  - (b) a description of the benefit to the university; and
  - (c) the estimated cost.
- 8.00 In the case of recommendations to acquire books and periodicals, a request for pre-approval may be for an unspecified number of books and periodicals in a specified field(s) of research or knowledge.
- 9.00 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:
- (a) books, subscriptions to periodicals and journals, digital resources, reprints, and interlibrary loan charges that will be used in relation to university teaching, research or scholarly activities;
  - (b) equipment including computers that will be used in university teaching, research or scholarly activities;
  - (c) computer software or data base access that will be used in university teaching, research or scholarly activities;
  - (d) memberships in learned societies that will enhance the knowledge and skills of

(g) research services or author or publication fees that are directly related to current research being conducted at the university; and

(h) safety equipment for use in university teaching, research and scholarly activities.

10.00 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.

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

Reimbursement Claim Procedure

12.00 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:

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

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

(ii) The location of the equipment or articles.

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

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Reimbursement Record

- 18.00 The university will 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.
- 19.00 Any unused balance at the end of the fiscal year in the Professional Expense Reimbursement account of a faculty member or librarian holding a regular academic or regular librarian appointment will be rolled forward and added to the maximum amount of claims that are eligible for reimbursement during the fiscal year ending March 31.
- 20.00 Where a person’s employment does not continue throughout a fiscal year, the amount set forth in sub-paragraph 3.1 will be proportionately reduced.

Ownership of Articles Purchased Under this Procedure

- 21.00 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.
- 22.00 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.

Property Inventory

- 23.00 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.

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- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice President Academic and Provost
- iii) Procedural Authority: Vice President Academic and Provost
- iv)