



# AUT Professional Expense Fund

Instructions for Processing Claims  
& Frequently Asked Questions

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## Introduction

According to the [Association of University Professors \(AUT\) Collective Agreement \(CA\)](#), Article 1.22 (July 1, 2019 – June 30, 2022, Page 45):

“The Employer shall reimburse Employees for professional expenses related to their scholarly and/or teaching duties and responsibilities, and for any professional expenses necessary to maintain their professional status.”

The program provides a non-taxable benefit for the member. The goods purchased with these funds *remain the property of the University and must be returned to the department or unit unless otherwise agreed in advance*. In the latter case, the goods become a taxable benefit to the member.

## Process

The following diagram depicts the process flow for the reimbursement of the AUT members' expenses from the Professional Expense Fund:



## Form

The AUT Professional Expense Fund (PD) Claim form is available in electronic format at [MyStFX / Financial Services / Forms and Guidelines / Purchasing](#). The form can be completed and forwarded to other staff members in a paperless format, as detailed in the process below.

Article 1.22 of the AUT collective agreement is also copied on the last tab of the excel workbook for reference.

## Responsibilities

### Member



Complete the Professional Expense Fund form. The form should be completed electronically and forwarded to the Administrative Assistant of the Dean / University Librarian. The submission should have the scanned detailed receipts for all the items claimed, including any customs receipts. Please see the [Sample Claim](#) and [Frequently Asked Questions \(FAQ's\)](#) sections at the end of this document for more information.

Area	Administrative Assistant	Email address
Faculty of Arts	Navneet Kaur	Nkaur@stfx.ca
Faculty of Business	Anne Marie Durant	ADurant@stfx.ca
Faculty of Education	Jennifer Connors	JConnors@stfx.ca
Faculty of Science	Sheila MacMillan	SMacMill@stfx.ca
Library	Willissa DeCoste	WDeCoste@stfx.ca

If the purchase is for electronics or computer equipment, please complete the [New Computer Equipment Request Form](#) in addition to the PD form to ensure compatibility with other technology, installation requirements/issues, suppliers, possible discounts, etc.

Although members can submit scanned copies of the receipts/documents, they should keep the originals, should they be required for audits.

### Administrative Assistant



Confirm that Sections 1, 2 and 3 of the form have been completed by the member and the supporting detailed receipts and documentation (if applicable) are attached. If the employee number has not been entered, you can find it to the left of the member's name on the PD report.

Verify the amount of the member's entitlement remaining in the current and previous academic years by accessing the [PD report](#). In Section 4, note the amount that will be charged to each of the entitlement years, using the remaining entitlement in the previous

year first. To complete Section 4, the Dean/University Librarian must sign to approve the claim.

Forward the PD form and supporting documentation electronically to the Accounts Payable department. *Copy the member* on the email as notification that their claim has been approved. If either of the top two shaded boxes of Section 3 are checked off, then copy the Finance Manager in the AVP office to the Accounts Payable submission to help facilitate non-standard transactions. If the member has not used a formal digital signature or signed the physical document, forward the member's original email to Accounts Payable with the approved claim and supporting documents attached.

### Dean/University Librarian

Review the submission and approve the claim by signing to the right of "Approved by" at the bottom of Section 4.

### Accounts Payable



Confirm the employee identification number of the member.

Assess HST and note the amount in section 5 if the Harmonized Sales Tax (HST) has not been assessed by the organization who issued the receipt.

Process the claim to reimburse the member's expenses, using the totals and secondary references provided in Section 4 and account numbers in Section 5 of the form.

### AVP – Finance

Post an entry to eliminate the remainder of the expired professional expense entitlement at the end of the contract year (June 30<sup>th</sup>).

Calculate and post the entitlement for the new contract year in July and as new AUT members are hired.

Facilitate non-standard transactions with other university departments.



### Administrative Assistants – Sample Claim

Confirm that the member has completed sections 1, 2 and 3 as demonstrated above and that all receipts and documentation have been received.

Verify the amount of the member’s entitlement that remains in the current and previous academic years by accessing the [PD report](#), which will look like this:

If the Employee ID is not entered by the member, you can locate it here.

PD Report

PEID	Empl. Name	PD19/20	PD20/21	Total
XXXXX	Smith, Jane	315.23	750.00	1,065.23

Section 4: Dean / University Librarian Office use only.

Amount \$ 315.23 PD Year 19/20 Amount \$ 445.25 PD Year 20/21

Reviewed by: Donald Sutherland  
Signature

The total claim from section 2 is \$760.48. We charge the previous PD year first, \$315.23, then the remainder, \$445.25 (760.48 - 315.23), will be taken from this year’s entitlement.

Dean / University Librarian’s signature is required to approve the claim before it is forwarded to Accounts payable.

Accounts Payable – Sample Claim

Secondary references for posting purposes – add “PD” in front of years, i.e. PD19/20.

**Section 4: Dean / University Librarian Office use only.**

Amount \$ 315.23 PD Year 19/20 Amount \$ 445.25 PD Year 20/21

Reviewed by: Donald Sutherland  
Signature

Indicate if the claim funds were transferred for an internal purchase, instead of reimbursed via payroll to the employee.

**Section 5: Accounts Payable use only.**

Internal Purchase: \_\_\_\_\_

GL Account: M1001040-6039 Tax Account: M1001040-1407 Tax Assessment account: 10000-2108

If HST has not been assessed, record the assessment here.

Enter the amounts posted to each account.

The GL Account numbers will populate according to the Faculty/Library that the member chose in Section 1. If the member did not complete the form electronically, the GL's are as follows:

Faculty/Lib	PD Account	Tax Account
Arts	M1001010-6039	M1001010-1407
Business	M1001030-6039	M1001030-1407
Education	M1001040-6039	M1001040-1407
Library	M1001520-6039	M1001520-1407
Science	M1001020-6039	M1001020-1407

## Frequently Asked Questions

### *1. How much can I spend?*

According to [AUT CA Article 1.22](#); “Each full-time Employee shall be eligible to seek reimbursement for professional expenses to a maximum of \$750 on an annual basis. Employees whose full-time appointment is less than 12 months shall be eligible for a pro-rated amount.” In this document we refer to that amount as your entitlement.

### *2. How can I find out the balance of my PD account?*

You can contact the Administrative Assistant for your group - Deans office or Library. Names and contact information are in the [Member section](#) above.

### *3. How do I find out if a particular expense would be covered?*

Review [Article 1.22 of AUT Collective agreement](#). If you still are unsure, contact the [Administrative Assistant](#) of your group (Dean’s office or University Librarian) with the details.

### *4. Where do I find the claim form?*

The AUT Professional Expense Fund (PD) Claim form is available in electronic format at [MyStFX / Financial Services / Forms and Guidelines / Purchasing](#).

### *5. How do I complete the claim form?*

Please see the [Sample Claim](#) section above for further details.

### *6. How do I sign the form electronically?*

Type your name at the bottom of Section 3 and attach the form to an email with all the receipts and any other required documentation and send it to the Administrative Assistant of your group (Faculty or Library). The email, along with your completed form, will serve as your signature.

### *7. What do I do if the detailed receipt does not include Harmonized Sales Tax (HST)?*

If the receipt includes HST or GST, enter this amount in the tax column in Section 2 of your claim form (Please see [sample claim](#) above). Please ensure to check the customs receipt, if applicable, for HST or GST. If HST is not assessed on this purchase, then the university will have to assess HST to follow Canada Revenue Agency (CRA) tax laws, unless it is a good/service exempt from tax. This assessment may result in a larger amount being deducted from your PD Account, as it is an extra cost to the university.

### *8. When are my funds available?*

Each July, your entitlement will be assessed and added to your account for the new contract year (July 1<sup>st</sup> to June 30<sup>th</sup>). That entitlement will be available all year, then the unspent amount will be carried over for the following year. In any given year, you will have access

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to the remaining amount from last year's entitlement and the whole amount of this year's entitlement. Any claims reimbursed to you will be deducted from your entitlement.

For example, if you are entitled to \$750 on July 1st, 2021 (PD year 21/22) those funds only expire on June 30, 2023. If you were entitled to \$750 last year (PD year 20/21) and did not spend any of it, you have access to \$1,500 until June 30, 2022. On June 30, 2022 the unused portion of the PD20/21 amount will expire, the remainder of PD21/22 funds will rollover, and the PD22/23 funds will be assessed and added to your account.

*9. If my employment ends before June 30<sup>th</sup>, (i.e. term, retirement), when is the last day I can submit my claim?*

Your claim form must be submitted to the Dean's or University Librarian office by your last working day on campus. It will still follow the same process and be reimbursed via payroll.

*10. How do I know what the status of my claim is?*

Once your claim is approved by the Dean/University Librarian you will be copied on the email submission from the Dean/University Librarian office to the Accounts Payable department. Payments can take up to three weeks to be received by the member, via payroll, once it is posted by Accounts Payable.

*11. What is the process if I want to purchase electronics or computer equipment?*

If the purchase is for electronics or computer equipment, please complete the [New Computer Equipment Request Form](#) to ensure compatibility with other technology, installation requirements/issues, suppliers, possible discounts, etc.