

Funding for Continuing Education and Professional Development Expense Guidelines

Intent

Pursuant to the [Funding for Continuing Education and Professional Development Policy](#) (the Policy), the Funding for Continuing Education and Professional Development Expense Guidelines provide further clarity on the eligibility of expenses which meet the requirements for funding, and the process for using funds.

Expense Eligibility

Allowable expenses are referenced in Section 4.4 of the Policy as “Continuing Education or Professional Development ***experiences***... and any related travel expenses,” with the exception of travel expenses for graduate students.

Experiences and their related travel expenses which are considered allowable and approved by the Head Equivalent(s), may include, but are not limited to, relevant:

- Conference registrations
- Courses
- Coaching/Training
- Workshops
- Webinars
- Symposiums
- Summits

Virtual or online offerings of the experiences noted above are also allowable.

Though additional board certifications and other memberships may contribute to future networking and professional learning opportunities, they do not directly provide a learning ***experience*** and are therefore generally not considered allowable expenses. These expenses may be covered by PER.

It is also understood that there may be special circumstances which present additional challenges or costs to participating in professional development experiences. The guiding principle is to reduce barriers to participation in professional development experiences. Those with special circumstances are encouraged to

contact the Faculty Affairs & Development Office to discuss their situation. Special circumstances will be reviewed on a case-by-case basis and require pre-approval.

If you are uncertain whether your expense is allowable, require pre-approval for use of funds for special circumstances, or would like to request approval for an expense which does not fall within the activities listed above, please contact the Faculty Affairs & Development Office at adfa@ucalgary.ca.

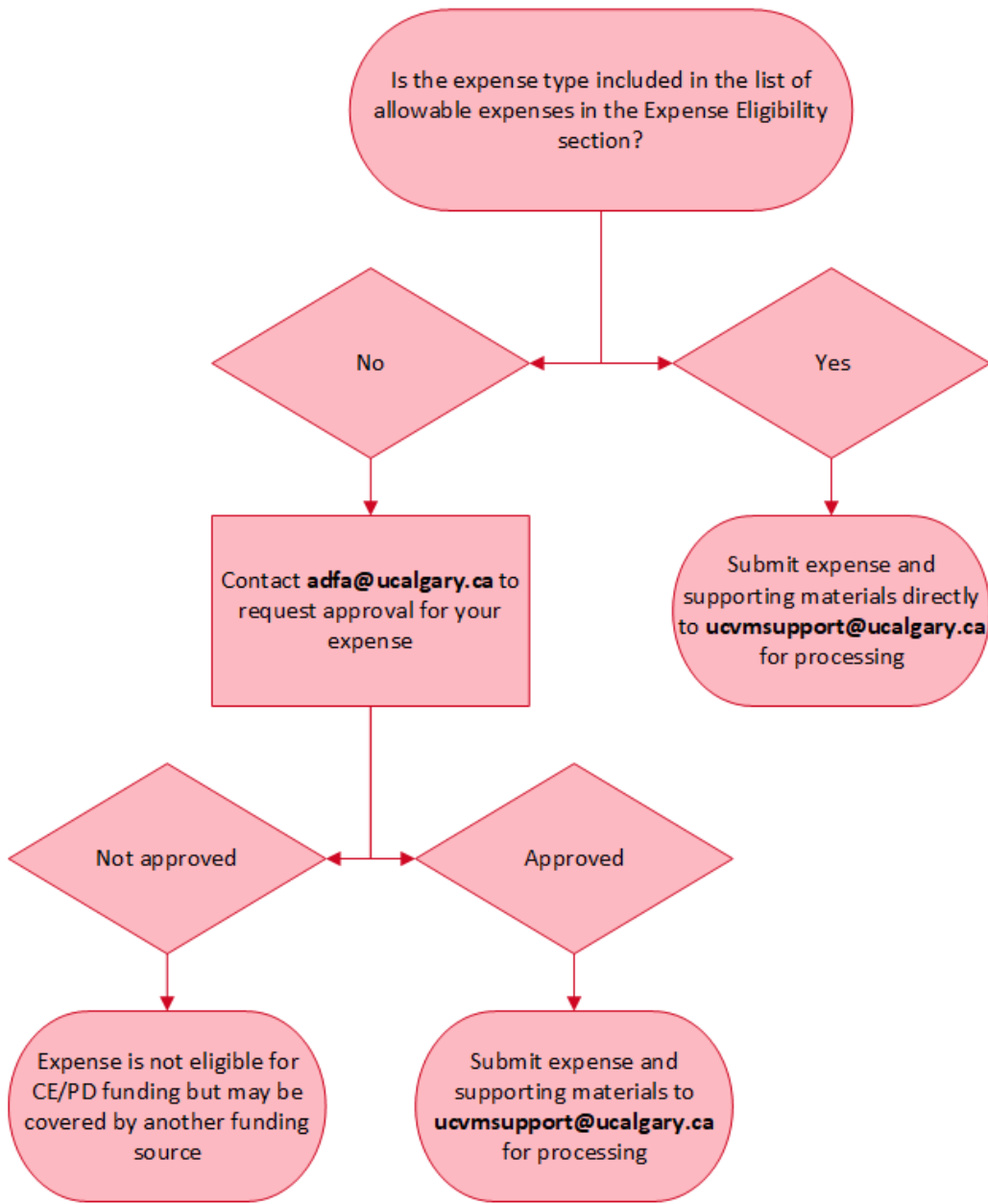
Expense Processing

1. Allowable expenses may be directly submitted for expense processing.
2. The Senior Administrative Assistants, Professional Development and Central Support will process all expenses for budget tracking purposes.
3. Expenses, including receipts and supporting materials, should be submitted by email to ucvmsupport@ucalgary.ca in a timely manner.

Expense Deadlines

1. A deadline to submit expenses will be set annually to ensure sufficient processing time in advance of fiscal year end.
2. The deadline will normally fall in the last week of February, and the actual date will be confirmed annually.
3. For expenses which cannot be submitted ahead of the deadline, advance notice must be provided by the deadline with details including a brief description of the opportunity, estimated cost, and estimated expense submission date.

Process Flowchart



Revision History	
Date	Summary of Revisions
April 1, 2023	Original version published
April 4, 2023	Revised version published – housekeeping updates only