

Professional Expenses Fund (TUFA)

Category: Expenses

Date: April 2026

Purpose

This document is a guideline for Clause IV.16 of the Collective Agreement between the Board of Governors, Trent University, and the Trent University Faculty Association (TUFA). This document applies to Professional Expense Funds that are available to all TUFA members but does not apply to the Chair's Professional Expense Funds (CPEF) that are available to Chairs and Directors of Departments.

Eligibility

All members of the bargaining unit shall be eligible to receive the Professional Expenses Fund (PEF) of \$1,950.00 as of July 1st, 2025. On the first day of each subsequent July, \$2,100.00 will be credited to the PEF of each member. PEF entitlements shall be appropriately pro-rated in the following situations:

- Limited term appointments (LTA) which have terms of less than one year
- Limited term appointments that are less than full-time
- Start dates of full-time faculty after July 1st

Criteria

The criteria applicable for expenses under the professional expenses fund shall be those established by Trent University's Financial Services (Offices of Finance, Purchasing and Accounts Payable).

Professional expense funds are available to support the purchase of materials that fulfill the required duties under VIII.1.1 (b) and VIII.1.2 (d) (i) and/or (ii) of the Collective Agreement.

Attendance at conference must be supported by notice of conference indicating location and dates.

Trips to libraries, laboratories etc. must be fully described: location, date and reason for visit. Expenses for events and travel can only be submitted for reimbursement once the event and travel have occurred.

Termination of Appointment / Employment

In the case of members whose appointments are scheduled to terminate on or prior to June 30th of any year, such members are expected to submit a final claim no later than the terminal date of the appointment. Any funds remaining on July 1 will be allocated to the appropriate Dean's Contingency Fund.

Upon resignation or termination of appointment, any equipment and/or furniture that was covered by a Trent University Professional Expenses Fund will become the property of the University. Any funds remaining at that time will be reallocated to the appropriate Dean's Contingency Fund.

Carry Over / Forward

For members whose appointments are ongoing or renewed into the subsequent academic year, on each June 30 for regular appointees, or on the anniversary date of the appointment of LTA members, unspent funds will be carried forward to the next academic year, provided that the total of the carry forward and the annual allowance does not exceed the sum of professional expenses made available from the immediately preceding three (3) years. Balances exceeding this amount will have the excess permanently removed therefrom.

Submitting a Claim

All Professional Expense Fund claims must be submitted through Emburse Enterprise on the myTrent portal with the exception of allowable PEF expenses under Trent's Computer Renewal Program or the transfer of funds to a research account to pay research personnel, including undergraduate and graduate students (IV.15.6 of the Collective Agreement). OneCard expenses are not eligible to be submitted directly to the Professional Expense Fund.

Receipts

Each claim must be supported by evidence of payment which can include sales receipts, proof of payment from credit card statements and evidence of product shipment (if applicable).

Receipts must be included within each claim; limited exceptions are noted below. When submitting several receipts in one claim, each receipt must be listed separately, including the date and location of purchase for tax rebate purposes. Expenses must have been incurred and paid for within the last two academic years.

Limited exceptions for receipts: For parking meter charges, tolls, reasonable gratuities, valet parking, cab and bus fares, \$30.00 per day will be reimbursed without receipt.

Number of Claims

A maximum of three claims may be made during the academic year, July 1 to June 30, for expenses incurred and payment made within the last two academic years prior to the date claimed. Members will be advised twice a year as to the status of their Professional Expenses Fund. Members may also contact their appropriate Dean's Office to receive a PEF balance update during the academic year.

Per Diem Rates

Reimbursement for meals and mileage will align with the University's reimbursement rates.

As of October 1, 2025 (while travelling in Canada):

- Breakfast \$20
- Lunch \$25
- Dinner \$40
- Total Daily Rate \$85
- If travelling outside of Canada, [National Joint Council's "Meal Total" rates](#) for individual countries are used.

All claims that contain mileage expenses will be reimbursed at the rate of \$0.57 per kilometre.

Income Tax Status

Payment of claims under the Professional Expenses Fund shall not be reported by the University as income for the individual member concerned. Therefore, expenditures incurred under this provision for the Professional Expenses Fund are not valid deductions from the member's income for taxation purposes.

Further Information

Any questions or concerns regarding Professional Expenses Funds should be directed to the appropriate Dean's Office.