

# Faculty PD Submission Checklist

The Department submits the PD claim form on behalf of the faculty member. Prior to the department submitting a claim form they need to ensure the form is complete and that the appropriate documents are included with the submission. This will ensure the claim to be processed in a timely fashion. Incomplete forms and information will result in a delay of the reimbursement.

For reimbursement to the Faculty Member	For reimbursement to the Department
<input type="checkbox"/> <b>Requisition Form</b> <ul style="list-style-type: none"> <li>Travel Requisition or Q Requisition form attached</li> <li>Ensure requisition number has not previously been used</li> </ul>	<input type="checkbox"/> <b>JV Form</b> <ul style="list-style-type: none"> <li>JV form is attached and completed with the appropriate information</li> </ul>
<input type="checkbox"/> <b>Foreign Currency</b> <ul style="list-style-type: none"> <li>Bank or Credit Card Statement is attached in order to show CAD equivalent (cross out confidential information)</li> </ul>	<input type="checkbox"/> <b>General Ledger (GL) Transaction Detail</b> <ul style="list-style-type: none"> <li>GL for the expenses are attached and drilled down to show the appropriate expense</li> </ul>
<input type="checkbox"/> <b>Receipts</b> <ul style="list-style-type: none"> <li>Original receipt/ itemized receipt is provided</li> <li>If originals are not available, <a href="#">Missing Receipt Form</a> must be submitted</li> </ul>	<input type="checkbox"/> <b>Receipt/Invoice</b> <ul style="list-style-type: none"> <li>Appropriate invoices and payment receipts are attached</li> </ul>
<input type="checkbox"/> <b>Purpose of Trip</b> <ul style="list-style-type: none"> <li>If the PDR claim is for a travel or conference expense, please attach the relevant documents for the trip</li> </ul>	<input type="checkbox"/> <b>Purpose of Trip</b> <ul style="list-style-type: none"> <li>If the PDR claim is for a travel or conference expense, please attach the relevant documents for the trip</li> </ul>
<input type="checkbox"/> <b>Invoice for Expense</b> <ul style="list-style-type: none"> <li>Invoice is attached for the expense rather than an order confirmation</li> </ul>	
<input type="checkbox"/> <b>Form is complete</b> <ul style="list-style-type: none"> <li>Ensure all requested information has been supplied</li> </ul>	
<input type="checkbox"/> <b>Signatures</b> <ul style="list-style-type: none"> <li>Ensure all signatures appear</li> </ul>	

## IMPORTANT INFORMATION:

- Expenses claim must be received by the PD desk within twelve months of the expense being incurred.
- Advance payment from PD Fund is not permitted. The expense must occur before a claim can be submitted.
- Professional Development funds are non-taxable as expenses are related to work. Any expenses that are Taxable Benefits cannot be submitted for reimbursement.