



Accounting Services Guide Travel & Professional Development (TPDA) & Chair's Professional Activity (CPAA)

Each year faculty are provided with an agreed upon amount for TPDA (pursuant to Clause 29.04 (4) of the UWFA collective agreement). Payments from TPDA may be drawn between April 1 and March 31 in increments of no less than \$250.00

TPDA expenditures must relate to the faculty's particular current professional and teaching duties and be in the general nature of:

1. Computers, iPads/tablets, books periodicals, materials, supplies or equipment.



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TPDA/CPAA claims (Appendix A & B) must include all original receipts/documents for each item claimed and bear dating of the current fiscal year. Original receipt/documents may include:

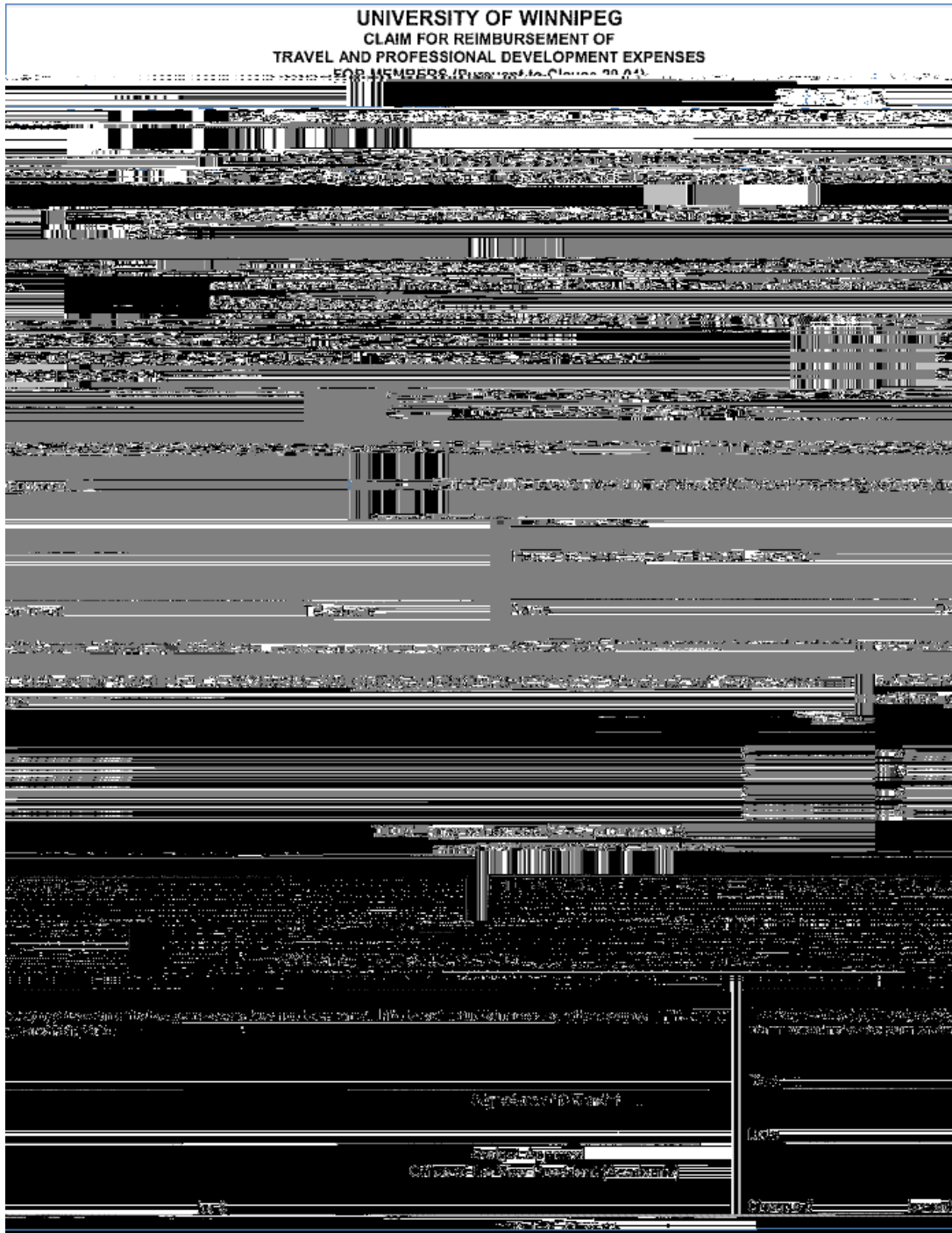
- Supplier's invoice
- Online purchase confirmation document
- Packing slip
- Membership/subscription renewal notice
- E-ticket or itinerary for air travel
- Conference registration confirmation
- Visa receipts

The amount paid must be 113.54 2(c)3(e)(B) 7m0 g0 0 2o-4(or)-3()TJE9.07F1 75p)-4(u)-4(rc)12(h)-4(ase

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Appendix A



Link: <http://www.uwinnipeg.ca/about/administration/docs/tpda-form.pdf>

