

Travel and Professional Development Allowance (TPDA)

All purchases remain property of the University and must be made in compliance with relevant University Policies and related procedures. **This includes the Purchasing Policy and Procedures, and the Travel, Hospitality and Business Expenditure Policy and procedures.** These Policies can be found at: <https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html>

Item	Description	Eligible Expense	Ineligible Expense
Books/Subscriptions	Associated costs of books and written materials related to professional, teaching, research or administrative responsibilities. Receipts		

Membership Dues	Payment of membership dues in learned societies and professional organizations related to the member's field of study or research.	<ul style="list-style-type: none"> x Memberships x Annual Professional Membership Dues 	<ul style="list-style-type: none"> x UWFA dues x University of Winnipeg Club membership fees x Recreational facilities x Club memberships x Patent fees
Miscellaneous	This broad category covers items such as clothing for attendance at convocation ceremonies, safety wear, office supplies and materials, lab supplies and materials, home internet use, etc.	<ul style="list-style-type: none"> x Purchase of academic robes (including cleaning costs) x Safety garments, footwear and other required safety devices x Briefcase / portfolio x Photocopying charges x Home internet, router x Cell phone charges x Office materials and supplies x Lab materials and supplies x Membership processing fees x Gifts or honorariums for speakers or research or conference hosted by the member. x Gifts for accommodations as described in the University of Winnipeg Expenditures Procedures 	<ul style="list-style-type: none"> x Purchase of formal apparel (tuxedos and gowns) x Furnishings x Office supplies for home use x Payments to, or any costs associated with paying individual or unregistered companies for any services performed (e.g. editing, marking, writing) x Gifts for others x Legal fees

Travel

Travel and associated expenses related to attendance at meetings, conferences or other similar professional activities. All travel claims must state the purpose of the business travel and be in compliance with the Travel, Hospitality and Business Expenditures Policy (<http://www.uwinnipeg.ca/institutional-analysis/docs/policies/travel-hospitality-and-business-expenditurespolicy.pdf>). Any travel must be approved through the Office of the VP Academic prior to travel and must have already taken place prior to any reimbursement through Financial Services.

- x Air Travel
- x Vehicle Rental
- x Private Automobile
- x Other Ground Transportation
- x Accommodations
- x Meals (actual cost or per diem)
- x Flight cancel