

## ARTICLE 27. TRAVEL FUNDS AND EXPENSES

27.1 The University shall provide funds for the purpose of subsidizing:

- (a) the travel of Members for attending meetings of academic or professional groups or for pursuing research and scholarly work which forms a part of university duties; or
- (b) ~~for~~ the purchase of books, journals and other published works and items of equipment to be used in the performance of their academic duties; and/or
- (c) the purchase of services to be used in the performance of their academic duties or in support of the research and scholarly work which forms a part of their university duties.

The use of these funds shall follow normal University procedures and financial controls. Any items acquired using these funds shall be the property of the University and shall be made available for use by other members of the faculty/school. The funds will be distributed in three parts: a pool of funds allocated to the faculty or school to be distributed by the dean/director, a sum to be made available to each Member and a sum to be made available to Members on research/study leaves, as described in sections 27.1.1, 27.1.2, 27.1.3 and 27.1.4, respectively:

27.1.1 For each academic year, the University shall allocate to each faculty/school a pool of funds on the basis of an amount per Member as of July 1 of the year for the purposes identified in s. 27.1. These funds shall be allocated to Members only, unless an equivalent University allocation or prorated portion thereof is made for all academic staff members eligible to call upon such pooled funds, in which case all such travel and expense funds available to the faculty or school may be pooled and administered on a faculty-wide basis. Pooled travel and expense funds shall be administered by the dean/director. The dean/director shall establish procedures for the disbursement of pooled travel and expense funds to applicants based on the recommendations, if any, of the appropriate faculty/school council meeting in committee. These procedures shall include a statement of criteria and priorities for allocation. On October 1st and February 1st of each year, the dean/director will advise Members as to the amount of pooled travel and expense funds expended or committed and the balance remaining, if any.

2016 - 2017                      \$732 per Member to each faculty/school

27.1.2 For each academic year, the University shall make available an amount to each Member not holding a probationary appointment on July 1, for the purposes identified in s. 27.1. Unspent portions of the amount may be carried over into the next ~~following~~ two (2) academic years provided that the unspent portion is more than \$100.00.

2016 – 2017                      \$1512 per Member to each faculty/school

27.1.3 For each academic year, the University shall make available an amount to each Member holding a probationary appointment on July 1, for the purposes identified in s. 27.1. Unspent portions of the amount may be carried over into the next ~~following~~ two (2) academic years provided that the unspent portion is more than \$100.00.

2016 - 2017 \$1648 per Member

27.1.3.1 Where a person becomes a Member after July 1 of an academic year, the University shall make the amount in s. 27.1.2 or s. 27.1.3, as applicable, available on a pro rata basis for that academic year. In the case of a Member with a contingent or term appointment which ends on a specified date, the University shall make available to the Member an amount equal to the pro rata share of the funds available for the contract year in which the appointment ends.

27.1.3.2 Where a Member is on a leave of absence without pay or on Long Term Disability at July 1<sup>st</sup>, no travel and expense allocation shall be allocated to the Member. Should the Member return to full-time duties, or a reduced appointment or half time appointment during the academic year, the Member shall receive an allocation calculated in the same manner as outlined in s. 27.1.3.1. For clarification, this section does not apply to Members on maternity/parental leave with or without allowance or Members on other child care leave.

27.1.4 For each academic year the University will reimburse each Member on a full research/study leave of twelve (12) months duration at 80% of salary (or its equivalent of six (6) months duration at 100% of salary) up to a maximum amount for expenditures incurred for the purposes identified in s. 27.1 in support of approved research/study activities carried out during the leave. For Members on research/study leaves of less than twelve (12) months' duration (or its equivalent), the maximum will be reduced on a pro rata basis. Reimbursement will be made against receipts upon submission of a travelling expense form.

2016 - 2017 a maximum of \$1613 for expenditures in support of approved research/study activities

27. 2 Members shall be reimbursed for expenses incurred while travelling on approved University business in accordance with University policy thereto appertaining which policy shall not be changed so as to diminish the amounts available for this purpose.