

HOW TO Request a Reimbursement through the Professional Development Fund

Professional Development Fund

A Professional Development Allowance of up to \$500 per year is available for eligible academic staff members.

Eligible expenses consist of costs related to the following:

- Membership in scholarly societies
- Registration for scholarly meetings (e.g. conferences)
- Subscriptions to scholarly journals
- Purchases of scholarly books
- Computer Hardware
- Computer Software
- Travel and lodging costs related to attendance at scholarly meetings and professional conferences

Please see the [Guidelines for McGill's Professional Development Fund for Eligible Academics](#) page on the Financial Services website for complete details.

This fund is for University-related "out of pocket," expenses only. The reimbursement will be deposited directly into your bank account (same account as your pay deposit). Please note: reimbursements **cannot** be transferred to grants, special funds, and/or FOAPALS.

The program is administered by the Travel Desk in Financial Services.

HOW TO request a Reimbursement

For further information on how to enter specific expense items, consult our [CHECKLIST Expense Report and summary of expense items with sample receipts](#) Knowledge Base article.

1. Log in to [Minerva](#)
2. Go to the **Employee or Finance (Fund) Administration** Menu
3. Select the **Advances and Expense Reports** Menu
4. Select **Submit an Expense Report**
5. Select **Start an Expense Report to be finished by Someone Else**
6. Enter the **McGill ID** of the responsible person
7. Enter the **Destination** and **Start** and **Return** dates
8. In the **Purpose** field, select "**Professional Development Fund**" from the drop down menu
9. Enter a detailed **Description** for the expense
10. Leave the **Default Fund Code** field blank
11. In the **To be completed by Reviewer** field, select "**Central Administration**" from the drop down menu
12. Click on **Continue** to proceed to the next screen
13. Enter receipt information - enter each receipt individually
14. Enter the **Receipt date**
15. Select the **Expense Item**
16. Enter a detailed **Description** of the receipt
17. Enter the total **amount of the receipt**, including taxes
18. If **personal expenses** are included on the receipt, enter the total amount of the personal expenses, including taxes, to be deducted from the receipt total
19. Select the appropriate **Currency** and verify the currency **exchange rate**, modify if needed
20. Select the **Purchasing location**
21. Verify the **GST/HST** and **QST** amounts, modify if needed
22. Leave the **Fund (FOAPAL) information** fields blank
23. To enter more receipts, click on Add New Item and repeat Steps 14 to 22
24. Click on **Save and View** to verify the request
25. Click on **Complete – Submit request**
26. Click on **Print and forward hard copy to Reviewer**
27. Ensure the Claimant **signs** the request (no other signatures are required)
28. **Attach all original receipts and send the expense report to:**

Professional Development Fund Administrator

Financial Services, Travel Desk
McGill University
3465 Durocher Street, Room 216
Montreal, Quebec H2X 0A8

Note: The Expense Report will not be processed until all documents have been received by the Travel Desk.



For further information on using the "Submit an Expense Report" menu options, consult our [HOW TO Request an Expense Reimbursement](#) Knowledge Base article.

Questions about using the Minerva menu option to submit your reimbursement?

- Contact the Finance Help Desk 514-398-3463 | fishelp.acct@mcgill.ca

Questions about the Professional Development Fund?

- Contact the Professional Development Fund Administrator Kim Bellizzi

Related Links

[Professional Development Fund \(Financial Services website\)](#)

Questions? Contact the Finance Help Desk at 514-398-FINE (3463) or email fishelp.acct@mcgill.ca. Individual areas within Financial Services may also be contacted directly.

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