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.