

CLINICAL FACULTY ALLOWANCE (GFT) FACULTY OF HEALTH SCIENCES PROFESSIONAL EXPENSE REIMBURSEMENT PROGRAM 2021-2022

The FHS GFT PEA reimbursement program must adhere to the Queen's PER procedure and guidelines at the following link:

<https://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy/professional-expense-reimbursement>

More information on Eligible Expenditures, and Ineligible expenditures can be found in the above link.

Major changes are as follows:

Effective 1 January 2021, all PER claims **must** be submitted through the university's electronic expense reimbursement system (ERS) using the program code **90081**. **Paper claims will no longer be accepted.**

Please ensure that the member also uses "PEA" in their claim description.

Department are responsible to verify that individuals do not claim more than their maximum allowable amount in their ERS claim. Therefore, we strongly suggest that all PEA claims are submitted by the member to the fin/admin rep for the department for verification of receipts and amounts before being forwarded to the department head for approval.

Department head PEA claims must still be sent to the FHS finance office first for review (Jefferey Thompson) and they will then be forwarded to the Dean for approval.

A. Full-time Clinical GFT

1. All full-time clinical GFT faculty will be eligible for a professional expense reimbursement of \$390.00 per fiscal year. No carryforward of balances is allowed.
2. Faculty on Reduced Periods of Responsibility or Sabbatical will be eligible for the professional expense reimbursement as indicated.

B. Clinical Adjunct Staff

All Clinical Adjunct Staff who receive remuneration from Queen's and are not in the bargaining unit, will be eligible for a professional expense reimbursement allowance according to the following teaching load:

1. One full-time course or equivalent (over the fiscal year) the professional expense reimbursement will be 1/4 of the full-time faculty level. No carryforward of balances is allowed
2. Greater than one full-time course equivalent (over the fiscal year) the professional expense reimbursement will be 1/2 of the full-time faculty level.

In cases where eligibility may be in question, the appropriate dean will make a final determination.

To ensure your department is reimbursed for PEA expenses in a timely fashion, we ask that all ERS claims be submitted before **31 March 2022** so that they are posted to the general ledger by early April.

We also ask that departments complete the summary PEA excel template (to be sent out to departments in March) and return it to the FHS finance office NLT **15 April 2022** to ensure that the PEA transfer for the department can be verified and completed before 30 April 2022.