

QUFA Members Faculty of Health Sciences Professional Expense Allowance Reimbursement Program 2021-22

The FHS PEA reimbursement program must adhere to the Queen's QUFA PER policy at the following link:

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

More information on Eligible Expenditures, Ineligible expenditures, and Balance carryforward can also be found in the above procedure.

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. 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.

Annual maxima for **2021-2022** as set out in the Collective Agreement are:

	<u>2019/2020</u>	2020/2021	2021/2022
Faculty Members (not Term Adjuncts)	\$1,893	\$1,923	\$1,960
Term Adjuncts per 0.5 credit course or equivalent	\$270	\$274	\$279

PLEASE NOTE: To comply with Canada Revenue Agency regulations, all material included for professional expense reimbursement remains the property of Queen's University.

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.