TRUOLFA

July 13 2026

Dear TRUOLFA Members:

On behalf of the TRUOLFA Professional Development Committee, we are writing to clarify what you need to know and do in order to make your application for PD funds and approval of such funds more seamless.

Faculty can claim reimbursement for professional development expenses that enhance the performance, ability, or effectiveness of a member's work at the University.

The funds are to be used for expenses directly associated with a member's own professional activities while holding an active position as a TRUOLFA Faculty Association member, and having paid union dues for six months prior to the application for PD funding, and having students currently registered in their TRU Open Learning courses.

Proration:

The Eligible PD amount is prorated for new members who have a hire date during the current funding year (other than a April 1 hire date).

The Eligible amount is prorated for members who have an appointment end date prior to March 31 of the current funding year.

The PD Committee will not consider PD applications for fees incurred and paid before a request for funding has been presented, or past activities in which you have participated before requesting funding.

Requests for funding must be presented for the pertinent PD fiscal period. All PD requests are tentatively approved at the requested amount, but reimbursement and final payment is calculated in accordance with the conditions identified below and supporting receipts.

If the PD activity takes place while the member is on leave between active appointments, the application will be denied. Applications will be accepted and considered only when the member has returned to an active appointment.

Funding requests are approved on a first-come, first-served basis and are subject to the availability of the annual budgeted funds. If overall funding is exhausted in any one year, Open Learning Faculty Members will be notified that no further applications will be approved until the fund renewal in the following TRU fiscal year.

If there is a disparity in the content of this document and the information on the application form, the information on the application form is deemed the authoritative document.

TRUOLFA reserves the right to change without notice the value of PD Fund Eligibility.

Application Process:

There are two parts to the process. They are as follows:

First, go to the TRUOLFA website at http://www.truolfa.ca/prof_development.html and download and print out the completed application providing a detailed rationale for PD funds.

Applications must be approved by the PD Committee before you participate in PD activities, and/or pay for registration, flights, hotel, and other expenses related to the activities. Applications should be sent in 2-3 weeks or preferably earlier for approval.

You must also explain how your activity benefits both you and TRUOL. If you are requesting an advance of half of what you are asking for, please indicate so, however, the PD Committee will consider requests on a case by case basis and on the availability of funds in the PD account and applicants should not assume that a request for an advance will be approved at the time of application. Email your application to pd@truolfa.ca. Upon receipt, the application will be forwarded to the PD Committee.

After the application is reviewed you will be notified whether your application is successful or not. If you have questions, contact the PD Director, pd@truolfa.ca.

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Typically, funding decisions are made in a timely fashion, although reimbursement, upon approval, can take as long as six weeks as the PD Committee does not meet on a regular basis.

Second, upon completion of a PD activity, you must send an itemized account of your expenses and a copy of your PD report of 125 to 200 words to the PD Director within 45 days of your activity's end date. The second half of the application form serves as the reimbursement form where you can write out your report and itemize your expenses. In order for your reimbursement to be processed, you must include original receipts, not credit card statements, scanned PDF files, Xerox copies, etc.

Meals may be claimed at the daily rate as outlined on the PD form and thus no receipts are required. Be aware that the daily rates for U.S. and international travel are higher.

Please convert all foreign currency to Canadian dollars and attach your original receipts to the piece of paper.

Claims made for unapproved PD, or retroactive claims, will not be accepted.

In addition to the process application for reimbursement, the PD Committee wants you to note the following important points:

CLAIMABLES

1. You may claim the daily meal per diem. However, if the event or activity for which PD funds are requested includes meals in the registration/participation fee, meal per diems can not be claimed. (For current meal and mileage rates see the PD Application).

Do not send in meal or incidental receipts.

2. travel and associated expenses related to meetings, conferences, or other similar professional activities as outlined in:

http://www.tru.ca/__shared/assets/Travel_Expenses5597.pdf

3. fees and other expenses for meetings of learned societies, other professional organizations, workshops, seminars, and similar activities;

4. fees and subscriptions for journals and books related to your subject area;

5. membership fees in learned societies and professional organizations;

6. travel and other expenses related to research activities and undertakings including costs and billings related to final editing of research materials.

Ineligible expenses include (but are not limited to):

a) Required training to meet job requirements in an Open Learning Faculty Member’s current position

b) Tuition and/or ancillary student fees related to credit courses, programs or degrees

c) Software, internet services, etc.

d) All electronic devices and any associated data plans (computers, laptops, e-readers, tablets, cell phones)

e) Claims of $300+ a night for accommodation without prior approval

f) Claims for over $80 a day for car rental without prior approval

g) Claims for personal long distance phone calls

h) Claims for incidentals like entertainment, liquor bills (including use of minibars) and side trips

i) Claims for any car expense (gas and mileage) related to driving to an event or activity that exceeds the cost of an economy – not business, first class, etc. – flight unless prior approval is given (Evidence of flight/airfare cost must be presented in advance) For example, if it costs $350 to fly return to Los Angeles to attend a PD event or activity, but you decide to drive to Los Angeles instead and your total expenses are over $350, you only be reimbursed $350.

j) Claims for valet parking, car insurance, traffic violations and related expenses

k) Claims for travel insurance, additional baggage costs or expenses related to travelling companions

l) Costs associated with self-published books, or paid journals, etc.

m) Claims for expenses outside the timeframe of the PD approved (i.e. more than one day either side of the PD activity) without prior approval

n) Claims for expenses of travelling companions

o) Claims for postage, courier or other costs pertaining to submitting the PD

- Application or submission of the claim form and receipts for reimbursement of expenses.

p) You may not claim over $40 per night if you stay at a private residence.

q) You may not claim travel insurance

r) You may not claim expenses outside the time frame claimed and approved of. For example, if you go to a three day conference that runs from May 10-12 in San Diego and you stay two weeks you cannot claim expenses for the extra days you spent in San Diego before or after the conference. You may, however, claim hotel, meal, and travel expenses one day prior to and after an event.

POINTS TO NOTE

• When applying, be sure to include a clear and significant rationale as to how your PD and research activity benefits you and TRU.

You may apply for the maximum amount of PD funding per activity dependent on active student registration in your courses in the six months prior to your application. To be eligible for PD Funds, you must be in good standing and have paid dues for six months prior to application.

• The PD Committee uses the fiscal year (April 1-March 31), when determining application eligibility.

• PD funding is not retroactive. The PD Committee will not consider PD applications for past activities in which you have participated.

• If you do not provide all of the required information needed to process your claim, your claim will be returned to you. Be sure to include original receipts, a PD report, and the PD reimbursement form. A receipt that does not indicate specifics may not be claimed. Please itemize your expenses and convert foreign currency to Canadian currency at the time you pay for an expense. Be sure to include your full address on the form. Include your postal code!

• If you have incurred expenses prior to your activity and are unable to complete the activity due to personal and/or medical reasons, you will not be reimbursed. The PD Committee suggests you purchase travel cancellation insurance.

• Make a copy of all your original receipts in case your receipts are lost. The PD Committee is not responsible for lost receipts.

• Should you be given an advance that you have cashed and decide later not to attend the activity for which you have been given an advance, please write a cheque for the full amount in care of TRUOLFA Professional Development Fund and send it to John Patterson at the address below. Do not make it out to the PD committee or any one representative.

*** **If the successful applicant does not submit all receipts and PD report within the required 45 days, the OLFM must return any advance payment to the TRUOLFA PD Fund.**

If you have any questions, please contact the PD director, pd@truolfa.ca . Mail or email your application to the PD Director and, upon completion of your PD and research activity, mail your original receipts and PD report to:

John Patterson
Suite 309-1082 West 8th Avenue,
Vancouver, BC V6H 1C4

Sincerely,
Your PD Committee:

John Patterson, PD Director
Mark Salopek, Interim PD Fund Treasurer
Sarah Langlois, TRU Representative