

Guidelines for Sessional Lecturer Expenses Related to Specific Courses

Article 4.2 of Appendix A in the University of Regina/University of Regina Faculty Association - Academic Staff Member Collective Agreement 2017-2021, provides for reimbursement for Sessional Lecturers for allowable expenses related to specific course(s) to which they have been appointed up to a maximum of \$250/course. The fund is attached to the course, not to the individual and is not cumulative from one course to another.

Any expenses that, in the University's opinion, may result in a taxable benefit to the Sessional Lecturer is not an allowable reimbursement. Therefore, ownership of all materials approved and purchased with this fund are the property of the University of Regina. The funds may not be used for such things as conference travel or conference fees that are a benefit to the individual Sessional Lecturer.

Approved expenses might include such items as:

- Textbooks and other books related to the course;
- Audio or visual material related to the course;
- Fees or expenses associated with obtaining material related to the course (e.g. film rental, projectionist fees);
- Visiting speakers;
- Grading assistants and/or other CUPE 2419 personnel.

Process:

1. Prior to incurring an expense, the Sessional Lecturer must obtain approval from the Dean, Department Head or designate (process as established with the Faculty).
2. Claims for reimbursement must be accompanied by appropriately dated receipts or paid invoices. Once completed, the reimbursement claim form must be approved by the Dean, Department Head or designate.
3. The Faculty is responsible for keeping track of expenses claimed by a Sessional Lecturer for a specific course.