Guidelines for Sessional Lecturer Expenses Related to Specific Course(s)

The Collective Agreement between the University of Regina and the University of Regina Faculty Association provides in point 14 of Appendix A for the reimbursement to sessional lecturers for approved expenses related to the specific course(s) to which they have been appointed up to a maximum of $100 per course. The Fund is attached to the course and not to the individual. The fund is not cumulative from one course to another and is not subject to the other provisions of Appendix A.14.

Any expense 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.

Approved expenses might include such things 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 documented by appropriate 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.

Note: The University will reimburse approved expenses made on or after 1 July 2005 as per the guidelines.