

LLED Faculty Funding Lines

Source	Amount	Term Available	Used For...	Claim Procedure
Rits Innovative Fund (RIF)	\$1000	April 1, 2017 – March 15, 2018 Does not accrue	Guest speakers, food for classes, updating equipment, professional development, conference registration, membership fees, books, GRAs, GAAs, honoraria ...	Submit original receipts for incurred costs + MISC claim form found here . Tape loose receipts on paper for submission. If reimbursements include foreign currencies, a) print off proof of conversion rates or, b) leave the currencies as are, we will convert for you. *For TRAVEL and CONFERENCE REGISTRATION: Pre-approval required. Find the pre-approval form here and cite PG 15G30657. Please submit the directly to Clara Ng, Assistant Dean of Finance, cc'ing the Department.
Dean's Office PDR	\$1250	July 1, 2016 – June 30, 2017 Does not accrue	Anything related to professional development and/or travel related to conferences and research.	Submit original receipts for incurred costs + MISC claim form found here . Tape loose receipts on paper for submission. If reimbursements include foreign currencies, a) print off proof of conversion rates or, b) leave the currencies as are, we will convert for you. No pre-approval for travel or conference registration required. Submit using travel claim form found here .
Faculty PDR	FA collective agreement	Ongoing Accrues	Anything related to professional development. More information can be found here .	To check your balance, log into your CWL account , and find the link that says "myPDRsummary". Please use the Professional Development Reimbursement (PDR) claim form found here . Please tape loose receipts on paper for submission. If reimbursements include foreign currencies, a) print off proof of conversion rates or, b) leave the currencies as are, and we will do the conversion for you.