

# **INELIGIBLE Professional Development Fund EXPENSES FOR McMaster Sessional Faculty**

All the following items are considered ineligible for Professional Development:

Please note: Items claimed on Professional Development must not have been reimbursed from any other source such as Department or Research Grant or Travel/Business Expense Claim or Revenue Canada.

## **BOOKS**

- Travel guide book
- Book(s) authored by you
- Book(s) purchased to provide to others
- Import or customs fees
- Book(s) paid for with gift card/certificate

## **FEES / DUES / FINES**

- Lifetime membership fees/dues
- Voluntary contribution/donations
- Any kind of fines or late fees

## **AIRFARE / TRAVEL**

- Business or First Class travel
- Cancellation fee
- Airfare change fees
- Excess baggage fees (more than 1 Baggage)
- Luggage Porter fees
- Any type of travel insurance, medical costs or prescriptions
- Passport or passport photo fees
- Travel Visa

## **HOTEL / MEALS / TRANSPORTATION**

- Fitness centre fees or health club pass
- Hotel internet or telephone charges
- Hotel room safe / locker charges, room upgrade, laundry service, pet charges
- Alcoholic beverages
- Room service
- Tips, gratuities, item purchased with gift card/certificate
- Entertainment expenses & gifts
- International driver's license fees
- Car rental insurance
- Fines for traffic violations
- Local travel costs (mileage, taxi, bus, train) to meetings or conferences
- Local meals unless during attendance of local conference/workshop only
- Local hotel

## **COMPUTER / ACCESSORIES**

- Optional computer accessories: Briefcase, luggage, computer bag/stand/cover, keyboard/screen protector, stylus, port replicator or docking station, lock, Trackpad, etc.
- Audio/stereo cables, SD memory card(s)
- Computer monitors over 27"

## **CELL PHONE / SKYPE**

- Cell phone (including cell phone data plan charges) /iPhone/PDA /Blackberry/iPod or accessories/cables/charger/Apps
- Charges related to telephone or telephone use such as: Softel software, Skype and Toodledo

\*Exceptional circumstances, If you weren't sure, please contact us before purchasing

# **INELIGIBLE Professional Development Fund EXPENSES FOR McMaster Sessional Faculty**

- Phone cards, fax machine, fax charges, answering machine
- Sync/charge cables, chargers and cell phone cases

## **All the following items are ineligible for Professional Development:**

### **TV**

- Charges related to TV service/repair
- TV used as computer monitor
- El Gato HD TV tuner
- PVR/DVR machine
- Apple TV
- Gaming systems (eg. Wii, X-box, Playstation), video games

### **WEB-HOSTING**

- Web-hosting fees
- Online backup storage fees (eg. Mozy, SugarSync, DropBox, Zotero)

### **ROUTERS**

- Any kind of router
- Time Capsule router or Airport Express Station
- Modem, Ethernet
- Networking cables, accessories and wireless adapter

### **SOFTWARE**

- Project/time/task management software (eg. Curio, DeskTastic, Deskscribble, SyncBack Pro)
- Personal Computer software (e.g., Microsoft Office, Adobe, etc.)

### **DEPARTMENT / OFFICE SPACE**

- Office furniture or furnishings
- Shredder or scanner
- Cleaning supplies
- Salaries/honorariums for self or others
- Charges for department/office keys

### **STUDY LEAVE**

- Personal living expenses incurred while away
- Housing, food, local transportation or internet while away
- Expenses incurred while temporarily residing in a place other than your own home

### **PAYMENT FOR SERVICES**

- Third party work, services, expenses or payment to/for other individuals
- Payments for third party services such as editing, proofing, research assistance, web design, computer repairs, etc.
- Childcare (See Health Care Spending Account)

### **For Graduate Student**

- PhD/Master's course fees
- Expenses related to thesis (eg. copying/binding/postage/courier/fax)
- Attendance at student's thesis examination
- Travel for research collaborators or others
- Cost of External Examiners

### **Misc.**

- Clothing

**Acknowledgement:** We created the list using ineligibility list posted in SFUFA

\*Exceptional circumstances, If you weren't sure, please contact us before purchasing