

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

- Laptop computers and/or desktop computers and/or tablets
- 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

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 are not sure, please contact us before purchasing

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- 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

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