



SESSIONAL PDTR



GENERAL INFORMATION

- Sessional Instructors (any step) with at least 1 contract in a term are eligible to claim a maximum of \$500/term.
- If you have more than \$500 in expenses during one term, submit the remaining funds in future semesters in which you have a contract (always up to \$500).
- Submit the [Claim Form](#) [PDF] and receipts to staffing@upeif.ca by the last day of classes of the term.



ELIGIBLE EXPENSES*

- travel & registration fees for meetings, conferences, study leave, workshops, seminars or other similar activities;
- membership fees in learned societies and professional organizations;
- books and subscriptions to scholarly journals;
- expenses directly associated with teaching responsibilities or current active research or professional programs;
- equipment or instruments, including computers and musical instruments;
- Internet Access Service

* These expenses are suggestions and eligible expenses are not limited to the items on the list. If you have questions about eligible expenses, contact the Faculty Association at office@upeifa.ca.