

**Professional Expense Reimbursement (PER) Requirements
(Including inventory requirements and purchase of goods Process)**

The Professional Expense Reimbursement (PER) Program provides eligible academic staff with an annual allocation of funds for the reimbursement of eligible expenses incurred for the performance of their professional responsibilities.

At the beginning of each academic year (July 1st) an allocation of \$1400.00 is made to each eligible full-time staff member for reimbursement. Newly hired staff and staff who are appointed under a contract less than a full year will have a pro-rated allocation based on the months employed during the academic year.

In order to access allocated funds, eligible academic staff must submit a claim. Expenses must be incurred by the employee and submitted with receipts for reimbursement.

Expenditures eligible for PER funding must:

- Be incurred in performance of teaching, research or business activities.
- Be for valid university business purposes and are to benefit the university.
- Ensure that title of ownership for any goods purchased (e.g. equipment) remains with the university and the goods will be identified as such.
- Ensure that any personal benefit must be incidental. If more than 10% personal benefit is deemed to have been received by the employee, the whole expenditure will be viewed as a personal benefit and not considered an allowable expenditure. In certain circumstances, Canada Revenue Agency (CRA) will accept no assessment of a taxable benefit to the employee where the personal portion is incidental (generally means it is less than 10%).

Inventory of Equipment Purchased Through PER funds:

Equipment purchased with PER funds remains at all times the property of the University of Alberta. This equipment includes but is not limited to cellular phones, laptops, printers, tablets, home computers, iPad's and other equipment.

Once a PER Expense Claim has been submitted, approved and reimbursed, all paperwork is forwarded from Human Resources to Supply Management Services (Equipment Inventory Unit). Equipment Inventory will contact the department, enter all relevant information (description, serial number, employee name, date of purchase and supplier) into the PeopleSoft database and assign a tag number. This paperwork, complete with tag number, is then forwarded to the unit administrative contact.

This information is retained in the PeopleSoft database and remains in active status until the item is returned to the unit or sold by the unit to the employee.

PER Equipment Status and Requirements – Departing Employee

When an employee retires, resigns or departs the University; they must either return all **PER** equipment to the Unit or they have the option to purchase the equipment.

Equipment that is **returned** to the Unit remains the property of the unit and they have the option to retain it for use by others or surplus the equipment for sale.

Employees that wish to purchase the equipment will notify their Department, Faculty of Unit of their intentions. (As per the Gift Expenditure Procedure, the unit may gift a value up to \$500 to the employee. If the value of the item exceeds this, the employee must provide payment in excess of \$500. This applies to all items purchased through the **PER** process.)

For direct sales or gifts to departing staff, the following process must be completed:

- Complete the Asset Disposal - Asset Retirement form. Part B of this form is used for the Fair Market Value Assessment.

- If you require a Fair Market Value Assessment only, please complete the Market Evaluation request form. (Send the form, with page completed and signed, to SMS, Surplus Disposal). SMS will complete the fair market value assessment and return the form to the unit. (If the employee personally paid for a portion of the equipment when it was purchased, that amount should be noted on the form and will be considered in the assessment and credit provided for the depreciated value of the personal amount paid at the same ratio of the original purchase). Assessments are provided at no cost.
- In the case that the item for purchase is partially or fully gifted to the employee, the Dean, Director or Chair must approve the full or partial amount to be gifted. If no portion of the equipment is to be gifted no additional approval is required.
- Complete the Sale of the Asset - If the departing staff member agrees to purchase the equipment at the assessed fair market value price, the staff member will sign page 2, Part C of the form. The unit will ensure that all confidential information, site-licensed software and the equipment asset tag (if applicable) have been removed from the asset. The unit will obtain payment from the sale and credit the unit's operating fund (F210), account 402001 (Sales Goods and Services – External Revenue). For items originally purchased with research funds, the Research Project must be credited. Deposits must be made in accordance with the *Cash Sales Deposit Procedure*. This applies to items originally purchased either through operating funds or PER.
- Updating PeopleSoft Asset Management Registry - When the sale is complete, the unit will send a copy of the forms to SMS, who will update the PeopleSoft Asset Management Registry.