



HR.2.2.2 Professional Development Fund – Academic Employees

Schedule A: Salaried Academic Staff Professional Development Expenditures Eligible for Reimbursement

The below listed expenses are considered eligible in the context of their support for professional development and personal learning as they relate to role-specific skills development and pedagogy. Planned utilization of eligible professional development and personal learning expenses should be documented in a professional development plan as per procedure [HR 2.2.2. Professional Development Funds – Academic Employees](#).

Expenses which are not included in the below list must be reviewed and approved by the academic employee's leader, and must be documented in their professional development plan, prior to purchase. All professional development expenses must align with the priorities outlined in Section B of procedure [HR.2.2.2 Professional Development Funds – Academic Employees](#), and comply with all SAIT policies and procedures, including but not limited to procedures [FN.7.1.4 SAIT Credit Card](#), [FN.7.1.4 Schedule A](#), [FN.11.1.1 Expenses](#), and [FN.11.1.1 Schedule A](#).

Eligible Expenses for Professional Development and Personal Learning:

- Books, textbooks and manuscripts
- Subscriptions (print or digital)
- Office equipment to assist in innovation of professional duties work according to the Faculty Workload Guidelines
- Computers and technology hardware¹
- Materials or supplies relating to professional duties, including software¹
- Fees related to supporting work (e.g., police checks, professional liability fees)
- Membership and dues in professional associations or learned societies
- Fees for professional training courses, memberships and certifications, conferences, seminars, trade shows, industry events in alignment with professional development, travel, and expense policies and procedures
- Travel or local expenses related to research and scholarly activities, in alignment with professional development, travel, and expense policies and procedures.

May 7, 2025

¹ Hardware and Software purchases must follow ITS protocol as outlined in procedure HR.2.2.2 Schedule B Academic Staff Professional Development Hardware and Software Purchase and Support Guidelines.