Staff Professional Development Top-up Fund (SPDTF)  
Guidelines for Eligibility & Claims

ELIGIBILITY

- The Faculty of Education provides up to $500 allowance for salaried staff members per fiscal year (April 1 – March 31) for professional development (PD) activities.
- Staff must have exhausted their eligible UBC Central PD funding in order to claim the SPDTF.
- Full-time salaried staff are entitled to the full amount; part-time (more than 50%) salaried staff entitlement will be pro-rated based on their FTE; hourly staff are not eligible.
- Staff must have an active appointment in the Faculty of Education when the PD activity begins.
- The PD activity must start within the fiscal year (April 1 – March 31).
- SPDTF claims must be submitted via Workday (see details below) within 90 days of the payment for the PD activity; proof of payment is required.
- Claims are evaluated on a case-by-case basis subject to the relevance of the PD activity to a staff member’s current position.
- Staff are able to carry forward a maximum amount of $500 into the following fiscal year.

SUBMITTING A CLAIM

- To claim and receive reimbursement for the SPDTF, staff members must submit an Expense Report via Workday.
- To expense the SPDTF, the claimant must use the Worktag PM001196 | Faculty of Education Staff PD Fund.
- In the expense report for the SPDTF, the claimant must attach a screenshot of their “Reimbursable Allowance Plan Activity”, which is found under their Workday Profile (Compensation) for proof of exhausted UBC Central PD funding. For example:

   ![Screenshot of Workday Expense Report](image)

   For SPDTF claims, a screenshot of an employee’s central PD Fund Allowance Plan with Amount Remaining balance of 0.00 must be included in the Expense Report.

- In addition to the screenshot, all fields and required documents (e.g., proof of payment, proof of registration, etc.) must be included in the Expense Report via Workday.
- **Note**: The “SPDTF Request Form” is no longer required for claiming the Faculty of Education SPDTF.

**Questions?**

Please contact the Faculty of Education HR Team at educ.hr@ubc.ca.

Revised September 2022