Please read instructions carefully to avoid having your claim sent back for corrections and/or missed items

PDR claims will only be accepted electronically through FINS

**Getting Started:**

1. Go to MySFU - Professional Development Expense: to check your current available PDR balance. *(claim can not exceed available balance)*
2. See the Faculty Relations website for details on eligible items. [http://www.sfu.ca/faculty-relations/professional-development.html](http://www.sfu.ca/faculty-relations/professional-development.html)
3. Login to FINS - which can be accessed through MySFU - travel and expenses or directly at [https://fins.sfu.ca/psp/fsprd/?cmd=login](https://fins.sfu.ca/psp/fsprd/?cmd=login).
4. Go to Expense Management(on the left)-Expense RPT - create/modify to create your PDR claim
5. Create a new expense claim by selecting - Add
6. Once new expense claim is open, choose Business Purpose: PDR Claim-FR Sponsored
3. Group all receipts by category; each conference / trip and related items together, books together, equipment together, etc.
4. All receipts and related documents need to be scanned as a PDF and attached to claim. Please scan items in the same order they will be entered into FINS. All scanned items must be clear and legible.
7. Please make sure to add description of each expense and notes in "Reason for expense" to provide clarity of expense.

**What needs to be included with your claim:**

- Scanned copy of original receipts and supporting documents
- Copy of any expense claim(s)/grant(s) for items reimbursed elsewhere that may be related to expense(s) being claimed on PDR
- Proof of payment/copy of credit card statement(s) for all non-Canadian charges paid by credit card
- For all purchases made in non-Canadian (cash and credit card purchases), you may choose to use the currency converter in FINS or include a copy of the Oanda Currency Converter [https://www.oanda.com/currency/converter/](https://www.oanda.com/currency/converter/) for each

**Conference(s), Workshop(s):**

- Dates and location of event
- Proof of attendance (name badge, program, etc.)
- Circle name in program, if presenter
- Copy of airfare itinerary or hotel receipt showing you went to location, even if not claiming on PDR

**Research Trip(s):**

- Dates and location of trip (can claim 14 days maximum)
- Detailed statement of how trip enhances/related to your teaching/research at SFU
- Detailed account of who, where, when - include supporting documentation, email correspondence, invitations, etc.

**Airfare:**

- Dates and location of trip
- Itinerary showing flights and amount paid
- Boarding passes for each flight
- Quote for airfare from Vancouver to conference/workshop location, for dates of event, if trip extended or travel not direct

**Home Internet:**

- Claim flat rate of $45.00 per month. If your internet rate is less than $45.00, please claim actual amount paid.

- Select the number of months you wish to claim (eg. $45 x 12), and in the note section indicate the months being claimed (eg. Jan 2017 - June 2017)

**You can claim a full year of internet on one claim and if you retire or resign before the end of the year, you will pay back the internet expense for the months when you were no longer employed at SFU.**

- Monthly bills are no longer required with claim, but you should keep them in case of audit

**Computer / Printer:**

- Chair/Director/Dean approval required - for purchases less than 3 years from previous purchase date, claimed on PDR. Must also include why another computer/printer is necessary for teaching/research at SFU

**Camera and Special Equipment:**

- Prior approval from Director, Faculty Relations (Catherine Stoddard)
- Description of equipment and how used for teaching/research at SFU

**All inquiries should be directed to Silvana De Benedetto at sdebened@sfu.ca or at 778-782-9715**