

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: March 27, 2019

SUBJECT: Professional Development and Travel Expense Reimbursement (PDTER)

While academic staff members (ASMs) might reasonably have been expecting some flexibility from the University regarding timelines for submitting PDTER claims, the best information we have indicates that Memorial's administration is upholding the existing deadlines. As such, we encourage ASMs to work with their departmental staff to submit PDTER claims by March 31.

Given the extraordinary circumstances under which we are all operating, MUNFA advises ASMs to submit the most complete documentation of expenses incurred available to them at this time, with an indication of their willingness to submit additional documentation, such as credit card statements, as these become available.

[Clauses 32.37-32.46](#) of the Collective Agreement outline the parameters of the PDTER Fund for MUNFA Bargaining Unit Members. The PDTER is \$1600 per year for expenses incurred in any one (1) fiscal year.

Please note that the fiscal year is April 1st - March 31st and that receipts for claims must be dated within the same fiscal year as the claim is filed; receipts cannot be carried over and reimbursed in future years. Instead, unused funds can be carried over into the next fiscal year. ASMs are therefore encouraged to delay large purchases until their PDTER balance (an entitlement of up to \$4800 can be accumulated) will cover the entire cost of their professional development purchase. Reimbursement for **non-travel related** expenses can be requested **twice in a fiscal year** ([Clause 31.41](#)).

There is also a Professional Development and Travel Fund for *Teaching Term Appointments* (see [Clauses 32.47-32.49](#)) whose letter of appointment states that the appointment is for twelve (12) months or longer, in the amount of \$800.

You may consult and reference [IB 2013/14:08](#) and [IB 2017/18:41](#) for additional clarification on "internet enabled communications devices" and other office equipment.

If you encounter issues in the submission of your PDTER claims, please do not hesitate to contact the MUNFA office, munfa@mun.ca.