

TO: All MUNFA Members

FROM: MUNFA Executive Committee

DATE: July 30, 2024

SUBJECT: **Reimbursement for University-Related Travel and Work Expenditures**

In 2022, the MUNFA's Executive and Academic Freedom and Grievance Committee (AF&G) heard concerns from Academic Staff Members (ASMs) regarding significant delays in reimbursement for travel and other work-related expenses. In some cases, ASMs reported delays of many months before receiving payment, which resulted in interest charges on personal credit cards. As a result, MUNFA filed an Association Grievance (A-22-19) on the issue.

At the Step 2 grievance meeting held in July 2024, the University advised that there had been delays to travel related disbursements due to staff levels and changes in the relevant administrative office. The University advised that the staffing levels are being addressed, and they suggested that they will review individual cases when an ASM incurs interest charges due to delayed reimbursement. As a result, MUNFA has withdrawn grievance A-22-19 on a without-prejudice basis.

In the meantime, the MUNFA Executive encourages any ASM who experiences significant reimbursement delays for travel or other work-related expenses, especially any that results in interest charges, to [file an individual grievance](#) so MUNFA can request that any interest or other related charges are remedied for the aggrieved member.