

TO: All MUNFA Members

FROM: The MUNFA Executive

DATE: June 10, 2008

**SUBJECT: PDER / PDTER Transition, 2007 - 2009**

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On May 26, 2008, MUNFA signed a Memorandum of Understanding (MOU) with the administration concerning the transition from the old Professional Development Expense Reimbursement (PDER) fund in the 2003 - 2005 Collective Agreement (CA), and the new Professional Development and Travel Expense Reimbursement (PDTER) fund in the current CA. The actual MOU is attached.

Academic Staff Members (ASMs) will note that for the current fiscal year only,

- i) travel expenses incurred in the 2007 - 2008 fiscal year for travel in the current fiscal year, and;
- ii) PDER expenses up to a maximum of \$400, and supported by receipts, incurred in the 2007-2008 fiscal year,

can be claimed against the 2008 - 2009 PDTER fund.

ASMs are reminded that this agreement is for this fiscal year alone. As we communicated to the membership in IB2007/2008:34 [Professional Development and Travel Expense Reimbursement (PDTER) Fund, <http://www.mun.ca/munfa/ib070834.pdf> ], "ASMs can no longer carry a debit into the next year and have it reimbursed. ASMs are instead 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 or travel costs." Furthermore, claims for non-travel PDTER reimbursement can be made only once in the fiscal year.

If ASMs have further questions, please feel free to contact the MUNFA Office, Ext. 8642 or [munfa@mun.ca](mailto:munfa@mun.ca)

**Memorandum of Understanding**

**between**

**Memorial University of Newfoundland**


**and**

**Memorial University of Newfoundland Faculty Association**


**"Without Prejudice"**

The parties agree that for the purpose of transition between the 2003-2005 Collective Agreement and the 2007-2009 Collective agreement, and the 2007-2008 and 2008-2009 fiscal years:

1. Expenses incurred by ASMs prior to March 31, 2008 for airline ticket purchases or conference registration fees for the April 1, 2008-March 31, 2009 fiscal year can be claimed against the 2008-2009 Professional Development Travel Expense Reimbursement Fund.
2. The receipts for expenses incurred by ASMs between April 1, 2007 and March 31, 2008 for items purchased for Professional Development Expense Reimbursement (PDER) expenditures can be claimed against the 2008-2009 Professional Development Travel Expense Reimbursement Fund (PDTER) subject to the following:
  - (a) Reimbursement shall be limited to \$400 which shall be deducted from their 2008-2009 PDTER fund. Reimbursement shall be limited to those ASMs who submitted a claim in 2007-2008 and were reimbursed the maximum of \$400 with the expectation of claiming the remaining amount of the expenditure up to \$400 in the next fiscal year.
  - (b) In accordance with Clause 31.62, ASMs may only submit one non-travel related PDTER claim in the 2008-2009 fiscal year.

  
for W. Schipper (for)  
Memorial University of Newfoundland  
Faculty Association

26 May 2008  
Date

  
M. Cooper (for)  
Memorial University of Newfoundland

May 20 / 2008  
Date