

TO: All MUNFA Members

FROM: The MUNFA Executive

DATE: January 13, 2009

**SUBJECT: Professional Development and Travel Expense Reimbursement Transition
Clauses 31.57 - 31.66 of the MUN/MUNFA Collective Agreement**

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) to the new Professional Development and Travel Expense Reimbursement (PDTER) in the current Collective Agreement. The MOU is attached for your information (<http://www.mun.ca/munfa/PDTER.pdf>).

For the fiscal year April 1, 2008 - March 31, 2009 **ONLY**, the administration will accept receipts for purchases made under the PDER during the April 1, 2007 - March 31, 2008 fiscal year. These receipts can include travel expenses that were incurred between April 1, 2007 and March 31, 2008 but for which the travel actually occurred during the fiscal year, April 1, 2008 - March 31, 2009; and professional expenses receipts up to a maximum of \$400 for expenditures which were incurred between April 1, 2007 - March 31, 2008. The receipts will be claimed against your PDTER for the 2008/2009 fiscal year.

Under the new PDTER, except for the period outlined above, no receipts for expenses from a prior fiscal year will be accepted by the administration. Note as well, Clause 31.62: only one (1) non-travel related PDTER request may be made in any one (1) fiscal year. Travel requests from PDTER funds shall be in accordance with the Travel Guidelines - General, T-1 in effect December 13, 2007. These Guidelines require a travel request; travel claim etc., following the travel, and these can be submitted for reimbursement as they occur.

MUNFA has been informed that training sessions were held with administrative staff in all Departments/Faculties/Schools for administering the PDTER funds for each individual Academic Staff Member.

If ASMs have further questions, please contact the MUNFA Office, Ext. 8642 or munfa@mun.ca.