

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: February 21, 2022

SUBJECT: Professional Development and Travel Expense Reimbursement (PDTER)

As per [Clause 32.37](#) of the MUN/MUNFA Collective Agreement:

The University shall provide Professional Development and Travel Expense Reimbursement (PDTER) for each regular term appointment, tenure track or tenured ASM, and permanent, probationary, or term ASM-CFE holding a contract of at least one year who is employed as of April 1 at this University.

The parameters of the PDTER Fund are further outlined in [Clauses 32.37-32.46](#). 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. As per [Clause 32.42](#), ASMs may carry forward up to two years of PDTER entitlement to a maximum entitlement of three years (\$4800) at any one time. Reimbursement for **non-travel related** expenses can be requested **twice in a fiscal year** ([Clause 32.41](#)).

There is also a Professional Development and Travel Fund (PDTF) for Teaching Term Appointments (TTAs) whose appointment is for twelve (12) months or longer, in the amount of \$800 per fiscal year. [Clauses 32.47-32.49](#) outline the parameters for PDTF for qualifying TTAs.

As previously reported in a [MUNFA Information Bulletin](#), on September 21st, 2020 the Parties signed a Memorandum of Understanding allowing the use of PDTER to hire students at an hourly rate. You may also 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, or have questions regarding any previously signed MOUs, please do not hesitate to contact the MUNFA office, munfa@mun.ca.