

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: February 11, 2025

SUBJECT: **Professional Development and Travel Expense Reimbursement Fund (PDTER) - Eligibility of Membership Form**

Over the past few months, MUNFA has heard from members who have been asked to complete an **Eligibility of Membership Form** when submitting academic association memberships for reimbursement from their Professional Development and Travel Expense Reimbursement Fund (PDTER – [Clause 31.34](#)) or Professional Development and Travel Fund (PDTF – [Clause 31.43](#)).

MUNFA has received confirmation from the Office of Faculty Relations that members do not need to complete such forms when submitting academic association memberships for reimbursement from PDTER or PDTF funds.

Questions or concerns on this matter should be directed to the MUNFA office at munfa@mun.ca.