

**MEMORANDUM OF AGREEMENT
BETWEEN
QUEEN'S UNIVERSITY
AND
QUEEN'S UNIVERSITY FACULTY ASSOCIATION**

Re: Professional Expense Reimbursement

The Parties agree to the following guidelines for professional expense reimbursement for members of the Sessional Adjunct bargaining Unit at Queen's University:

Professional Expense Reimbursement for Sessional Adjuncts

The Professional Expense Reimbursement (PER) is a fund provided for in the Collective Agreement (article s. 28.3.1) from which Sessional Adjuncts may claim professional expenses.

Allowable expenses are those incurred:

- personally (no reimbursement of a university account can be made from a PER, University purchasing policy Item 14),
- in relation to duties identified in the faculty member's letter of appointment, and
- by the end of the appointment period.

According to University policy, original receipts showing the particular purchase must be submitted for reimbursement. Professional expenses that the PER may be used to defray include the following as they relate to the duties identified in the Sessional Adjunct's letter of appointment:

- membership fees for professional and/or learned societies;
- the purchase of books;
- subscriptions to professional and/or learned journals;
- registration fees for scholarly conferences/workshops which are consistent with the provisions in these guidelines;
- travel expenses in relation to the preparation of the teaching of the course(s) or to visit other universities or research sites to conduct research and scholarly work and to attend relevant scholarly conferences/workshops (please review Financial Service's travel policies);
- instructional and research costs including but not restricted to software, equipment, photocopies, computing supplies and/or stationery supplies;
- professional/academic development or upgrading;

Please note that articles purchased using the PER fund remain the property of the University.

Please be sure to review the policies and guidelines at the Financial Services website for applicable policies. <http://www.queensu.ca/fins/>

Please be sure to check with your unit budget officer for timing to submit receipts, forms to be filled out, and for any other details you may be unclear about.

DATED this _____ day of March, 2007 at Kingston.

Jim Vair
Associate Vice-Principal (Faculty Relations)
Sessional Adjunct JCAA Co-Chair

Richard Linley
QUFA
Sessional Adjunct JCAA Co-Chair