

## LETTER OF UNDERSTANDING

Between

The Association of Professors of the University of Ottawa ("the Association") The

And

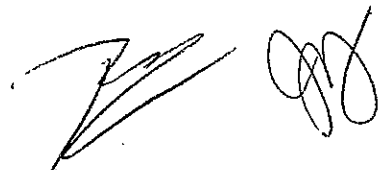
University of Ottawa ("Employer")

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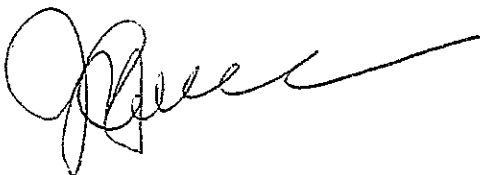
### Professional Expense Reimbursement (PER)

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1. PER, in the form of reimbursement is available on May 1 of each year, and covers the period of 12 months on a pro-rated basis if the member is not in full-time employment or equivalent for the period.
2. Claim forms will be provided to APUO members at the beginning of May, and members will be advised that forms are to be submitted no later than 30 April for reimbursement of expenses incurred in the current year. Members may accumulate PER funds for up to three (3) years before submitting a claim. Any unclaimed amount after a period of three (3) years will be forfeited.
3. A member must claim a minimum total amount of \$500.00 or more at any one time.
4. The claim form will be posted on the Web and returned by hand or internal mail will be accepted by the member's academic unit. All original receipts to support the expenses will be appended to the form. Only those expenses normally eligible under article 40.9.2 will be considered eligible and the parties agree to inform the members accordingly.
5. The APUO undertakes to advise its members through an appropriate manner such as the APUO *Bulletin* that the final date in the year for returning a claim form is 30 April.
6. Those members who retire or leave earlier than 30 April in the calendar year will be provided with claim forms covering the period for which allowable expenses were incurred while they were in the employ of the University when they make their retirement or departure arrangements with Human Resources.
7. Reasonable effort to pay and advise members who leave their employment with the University of Ottawa before 30 April will be made by the Employer, through the issuance of bank deposits as of 30 April.
8. For the purpose of transitioning to this new PER reimbursement plan, the employer agrees to add a one-time sum of \$540.00 to member's PER fund account in order to cover the transition period of 1 January 2012 to 30 April 2012. This amount will be deposited in members PER fund accounts by 1 January 2012. In any subsequent year, the reimbursement will be provided as of May 1 of each year.



SIGNED at Ottawa, this , 10 th day of November 2011.



Jean-Yves Leduc  
Chief Negotiator



Ronald Frans Melchers  
Chief Negotiator