

**BOARD OF GOVERNORS OF LAKEHEAD UNIVERSITY  
AND  
LAKEHEAD UNIVERSITY FACULTY ASSOCIATION**

**LETTER OF UNDERSTANDING #10**

**Re: Librarians' Travel Fund**

The parties agree a fund shall be established in the amount of \$2,000 for 2016/2017; \$2,000 for 2017/2018; \$2,000 for 2018/2019; and, \$2000 for 2019/2020.

The fund is intended to provide financial support for the attendance at professional development events outside of Thunder Bay and Orillia.

The fund shall be administered by a Committee comprised of two Librarian members of the bargaining unit elected by the librarians for a one-year term. A Committee member who applies for funding shall be excused from the Committee and an alternate member shall be selected by the librarian members of the bargaining unit.

Applications for funding must be made in writing. The submitted application shall include the reason for the travel, the name of the conference or event, the proposed dates of travel, the amount requested (not to exceed \$1,000 per application) and the expected benefit to be derived. Expenses eligible for funding assistance include transportation costs, lodging, meals and incidentals (based on the Travel and Hospitality Expense Policy) and event registration fees.

The application deadline for travel completed between July 1 and December 31 shall be the preceding June 1. The application deadline for travel completed between January 1 and June 30 shall be December 1 of the preceding year.

The Committee shall recommend to the University Librarian the allocation of the funds available. Priority shall be given to members taking an active part in the conference or event, such as presenting a paper or assuming an executive role in a professional organization. The Committee may choose to recommend full or partial funding or may choose not to recommend any funding.

The University Librarian shall have full and final authority in regard to the funding decision. Should a funding application be approved, the University Librarian shall notify the involved member(s).

Successful applicants shall submit receipts to the office of the University Librarian to cover the amount of the funding award within 30 days of his/her return to the University. Any unspent money in the fund will be rolled over to following travel period.

**SIGNED FOR**

**LAKEHEAD UNIVERSITY  
BOARD OF GOVERNORS**

**LAKEHEAD UNIVERSITY  
FACULTY ASSOCIATION**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_