

Faculty Professional Development (mail code Y-8)

Conference Funding For Faculty in 2009-2010

Please use the following guidelines for submitting travel authorization applications and/or travel authorization claims to Faculty Professional Development (FPD) for reimbursement.

NOTE: Faculty who do not submit their paperwork within the required time frames risk not having their conferences funded. The FPD Committee cannot guarantee funding for conference requests that are submitted late.

1. Signatures

- **Applicant's signature:** Person attending the conference
- **Authorized Signature:** Department Head
- **Approval Signature:** School Dean or Director
- **Vice-President Signature:** Send to Faculty Professional Development
- **FPD Subcommittee:** Send to Faculty Professional Development

2. Documentation to attach to "travel authorization application" form

A copy of the Conference brochure/flyer that shows the registration fee

3. Time frame

At least one month prior to the conference

4. Conference reimbursement amounts

\$400 for contract (full-time) instructors and \$150 for adjunct (part-time) instructors

5. Confirmation

You will receive a confirmation from Pat Hick, Fiscal Services, that your "Travel Authorization Application" has been approved

6. Denial

If your "Travel Authorization Application" is denied by the FPD subcommittee, you will receive notification from Faculty Professional Development

7. "Travel Authorization Claim" form

Within two weeks after you return from your trip, and/or after you receive the "Travel Authorization Claim Form," from the cashier's office, please submit your claim to Donald Berz/Academic Affairs office, R-11. Include your signature, the receipts, and a conference report (one page or less.)