

EMPLOYEE NAME		ID#	RANK & DISCIPLINE
To be eligible you must have completed 3 semesters of a minimum of 2 credits ea. SEMESTERS/YEAR                      CREDITS 1 _____ 1 _____ 2 _____ 2 _____ 3 _____ 3 _____ 4 _____ 4 _____		HOME ADDRESS	
		TITLE & LOCATION OF CONFERENCE	
		DATES (S) OF CONFERENCE	

ITEM	DESCRIPTION		ESTIMATED COST
TRAVEL	METHOD OF TRAVEL	NO OF MILES (IF BY CAR)	\$
LODGING	NUMBER OF DAYS	DAILY RATE	
MEALS	NUMBER OF DAYS	COST PER DAY	
OTHER (ITEMIZE)	REGISTRATION FEE		
	TOLLS		
	PARKING		
	OTHER (SPECIFY)		

<p><b>TOTAL REIMBURSEMENT WILL NOT EXCEED \$750 IN ANY ACADEMIC YEAR</b>          The annual amount of \$20,000 will be awarded to adjuncts on a first come/first serve basis according to the date/time stamp on the application by the Office for Faculty and Professional Advancement (OFPA). All requests for reimbursement must be approved <b>before</b> the conference starts.</p>	\$
---	----

JUSTIFICATION FOR CONFERENCE ATTENDANCE  
(ATTACH CONFERENCE INFORMATION MATERIALS)

\_\_\_\_\_  
(1) APPLICANT'S SIGNATURE                      DATE

\_\_\_\_\_  
(2) Office for Faculty & Professional Advancement                      DATE                      PURCHASE ORDER #  
(Approving eligibility/funding)

INSTRUCTIONS:

(1) APPLICANT SIGNS AND SUBMITS FORM TO THE OFFICE FOR FACULTY & PROF. ADVANCEMENT (OFPA), SMITHTOWN SCIENCE BLDG, RM.100, AMMERMAN CAMPUS FOR APPROVAL OF PROFESSIONAL APPROPRIATENESS OF CONFERENCE.

(2) OFPA VERIFIES SEMESTERS, AND TRACKS AVAILABILITY OF FUNDS. ADJUNCT WILL RECEIVE PURCHASE ORDER BY MAIL.

(3) UPON COMPLETION OF TRAVEL, APPLICANT WILL SUBMIT EXPENSE VOUCHER & COLLEGE BUSINESS/CONTRACTUAL TRAVEL FORM, ALONG W/RECEIPTS & PROOF OF CONFERENCE ATTENDANCE, TO THE OFPA, SMITHTOWN SCIENCE BLDG., ROOM 100, AMMERMAN CAMPUS. (APPLICANT MUST ALSO SUBMIT MILEAGE REIMBURSEMENT FORM IF TRAVEL IS WITHIN SUFFOLK COUNTY.)

(4) PAYMENT OF UP TO \$750 WILL BE MADE FOR ALLOWABLE COSTS.

(5) IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM PLEASE CONTACT Donna Krompinger 451-4307. SUFFOLK COUNTY COMMUNITY COLLEGE **ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT**

