Adjunct Conference Travel Reimbursement Request

Employee Name: _____ Employee ID#: _____

Employee Address: _____ Discipline: _____

_____

To be eligible you must have completed 3 semesters with a minimum of 2 credits each and an assignment the semester you are traveling.	Title & Location of Conference:
Semester/Year Credits 1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____	_____ _____ _____ Date(s) of Conference:

Item	Description		Estimated Cost
Travel	Method of Travel:	No. of Miles (if by car):	$
Lodging	Number of Days:	Daily Rate:	$
Meals ($12 per qualifying meal)	Number of Days:	No. of Meals:	$

Other (Itemize)	Registration Fee:	$
	Tolls:	$
	Parking:	$
	Other (specify):	$
TOTAL REIMBUSEMENT WILL NOT EXCEED $750 IN ANY ACADEMIC YEAR 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. **All request for reimbursement must be received 2 weeks before the conference starts.**		$

JUSTIFICATION FOR CONFERENCE ATTENDANCE & CONFERENCE INFORMATION MUST BE ATTACHED

_____ _____
Applicant Signature Date

_____ _____ _____
Office for Faculty & Professional Advancement (Approve eligibility/funding) Date Purchase Order #

Instructions:

1. Applicant sign and submit form to the Office for Faculty & Professional Advancement (OFPA), Ammerman Campus, Smithtown Science Building, Room 100 for approval of professional appropriateness of conference.
   Any questions, please contact Donna Krompinger at krompid@sunysuffolk.edu
2. OFPA verifies semester, & 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. Including, but not limited to receipts and proof of conference attendance.
4. Mileage reimbursement form required if traveling within Suffolk County.
5. Payment of up to $750 will be made for allowable costs.