

Adjunct Professional Development Funding Information

Dear Colleagues,

We wanted to remind everyone of the process for requesting and receiving funding for professional development.

In order to help with planning and ensure that funds are allocated according to the priorities of the college, **you will need to get approval in advance for all professional travel that will be supported by the College.**

To submit a request, please fill out and submit the [Adjunct Faculty Request for Professional Development Funding Form](#) **at least 3 weeks prior to your expected travel, and prior to any outlay of funds for which you expect reimbursement.**

You will receive an email response after submitting the form. **Please forward that response to your chair/associate dean/dean for their approval.** Forms cannot be processed if they have not been approved by your chair/associate dean/dean.

Once approved, you will receive an approval notification from the Dean's office or you will be contacted for additional information.

For a cash advance prior to your trip, please submit the following:

- A completed [check request form](#) (including recipient's address)
- Original itemized receipts that are taped to a piece of paper

For a reimbursement after you return from your trip, please submit the following:

- A completed [travel expense form](#)
- Original itemized receipts that are taped to a piece of paper

Reimbursement requests for travel must be received by the Dean's office within 30 days of your return.

Accounts Payable may not process reimbursement requests after that.

Requests received with missing information will be returned to you by Accounts Payable.

Reminder: Funding limits of \$900.00 for eligible adjunct faculty members on a one or two academic year appointment and \$750.00 for all other eligible adjunct faculty members.

Please direct questions to your Chair/Associate Dean