



Adjunct Conference Travel Reimbursement Request

Employee Name: _____ Employee ID#: _____
 Employee Address: _____ Discipline: _____

<p>To be eligible you must have completed 3 semesters with a minimum of 2 credits each and an assignment the semester you are traveling.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Semester/Year</th> <th style="width: 40%;">Credits</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4.</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Semester/Year	Credits	1.	_____	_____	2.	_____	_____	3.	_____	_____	4.	_____	_____	<p>Title & Location of Conference:</p> <p>_____</p> <p>_____</p> <hr style="border: 1px solid black;"/> <p>Date(s) of Conference:</p>
	Semester/Year	Credits														
1.	_____	_____														
2.	_____	_____														
3.	_____	_____														
4.	_____	_____														

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):	\$

<p>TOTAL REIMBURSEMENT 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.</p>	\$
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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.