

# COLLEGE OF PROFESSIONAL STUDIES

## 2010 – 2011 Professional Development Funding

### College Funds

Funds will be awarded in the following categories:

- Travel for the presentation of a scholarly paper or poster at a national, state or regional conference/workshop/seminar;
- Travel for serving as an officer of a national, state or regional organization;
- Funds in support of faculty research and scholarship activities.

The **maximum** amount that will be awarded is **\$1000 per person, per academic year**. Meal expenses, as well as mileage to and from the airport are the responsibility of the faculty member (or paid from department funds if agreed to by Chairperson).

*Funds will be awarded on a first-come, first-served basis. Any funds a faculty member is awarded but does not use are automatically returned to the original funding source. The funds will not be held in reserve for another trip the faculty member may wish to take at a later date.*

Process:

- All requests are to be processed through the department Administrative Assistant and then forwarded to the department Chairperson, regardless of the source of funding. Requests are to be submitted to the PS office (Popplewell 122) **at least two (2) weeks prior to travel**; however, this process should be completed PRIOR to committing to a presentation or attendance at a conference. **Requests submitted without two weeks notice MAY NOT be funded.**
  - ❖ Request to include:
    - Travel request form
    - Statement of activity
    - Copy of accepted work (i.e. paper/poster acceptance, active participation verification)
    - Permission to Miss Class form
- Chairperson then forwards the above materials to the Dean with a memo stating support or non-support.
- ***Travel requests will be reviewed bi-monthly by the Chair Council then forwarded to the Provost for final approval (Chair Council meets the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month).***
- Once final approval is given, an email will be sent to the faculty member, chairperson and administrative assistant indicating the funding source and amount approved.
- Purchase requisitions for any pre-pay items (hotel, airfare, registration), including Procurement Card charges\*, are to be done through Darcy **AFTER** approval from the Provost. ***If travel arrangements are made prior to this approval, the expenses MAY be the responsibility of the faculty member.***

*\*If using procurement card for Dean funded travel, you must contact Darcy to obtain correct accounting stream before completing your log. Failure to do so will result in your department being charged and possibly not being reimbursed from the original funding source.*

## Foundation Funds

Used for professional development, including attendance or active participation at professional meetings or for graduate courses leading to a terminal degree.

Process:

- For active participation at professional meetings the process is the same as for requesting College funds.
- For reimbursement of tuition for graduate courses leading to a terminal degree, please complete the form from the dean's office. Reimbursement **is not** automatic and **may not** cover the total cost of tuition. **Textbooks and mileage are not reimbursable.** Reimbursed courses must be on the approved program of study. Submit a remittance voucher with verification of tuition and course grade to the chair. The chair forwards this request to the dean.

## Vocational Funds

Used for professional development for faculty teaching vocational courses (Criminal Justice, Engineering Technology, Health Information Technology, and Physical Therapist Assistant).

Process:

- Same procedures apply to these funds as with College monies.

## FUNDING REIMBURSEMENT

***MUST be submitted within 45 days of return!*** (after 45 days, the unused funds will be credited back to the original funding source)

*The following items are to be turned in to the department Administrative Assistant. She will forward to the appropriate office for signature. Failure to do so will delay the reimbursement process.*

- Missouri Western Remittance Voucher (**be sure to include home address and "G" number**)
- All ORIGINAL receipts (please tape loose receipts to a blank piece of paper to ensure they are not lost)
- **Mileage Reimbursement Form** (can be found on Accounting Services web page, under "forms")
- Program from conference/workshop/seminar/meeting
- Trip report to include the following:
  - ❖ Date and location of trip
  - ❖ Nature of trip
  - ❖ Information gained and how it will be shared with department/students/campus

**REMINDER: Remittance Vouchers submitted to the Dean's office (if funded by the Dean) by 3:00 p.m. on Monday will receive a reimbursement check after 1:00 p.m. the following Friday.**

**PLEASE FOLLOW THESE PROCEDURES CLOSELY.**

***Requests WILL NOT be processed if proper procedures have not been followed.***