PROFESSIONAL DEVELOPMENT, CONFERENCE, AND TRAVEL FUNDING POLICY

FOR TAX-LEVY EMPLOYEES

Conference attendance request process:

SPS encourages faculty and staff to pursue opportunities for professional development and thoughtful engagement within their fields of expertise and interest. However, to maintain equitable distribution of limited funds for professional development, conference, and travel support, all requests must be submitted in writing at least 30 days before the event in question.

Further, all faculty and staff must notify the Office of the Associate Deans that they are planning to submit proposals and be considered as presenters at upcoming conferences at least two weeks before the conference submission deadline.

Please forward your intention to present and/or request to attend to Dianne Vargas at dianne.vargas@cuny.edu, and include:

- The name of the event you wish to attend, along with any descriptive material that may be helpful, such as a website address or brochure for the event.
- A copy of your proposal, if you are applying to present at the event.
- A rationale for your attendance. For example: how will attending this event enhance your professional activity at SPS? Benefit SPS students? Impact another aspect or area of SPS?
- A brief description of how you might disseminate what you learn from this event to the SPS community upon your return.
- The name and date of the last event for which SPS sponsored your attendance.

Please also complete the attached Conference/Travel Request, Estimate, and AP/Purchasing Form which delineates the expenses for a) registration, b) travel, and c) lodging.

- Please note that SPS will support lodging costs for the duration of the event only -- please be mindful of the dates and times of an event’s proceedings when planning your travel and accommodations. Participants in an early morning session may receive support for accommodations the night prior; however, all event attendees are encouraged to depart during the event’s final day, when possible.
- Only travel directly to and from the conference from a single NYC point of origin can be approved.

Requests will be evaluated by the Associate Deans, and answered via email. Funding is limited to one request per person per fiscal year. Requests not received in writing and not addressing the points above will not be considered.

- Please note that international conference attendance will be considered on a case-by-case basis.
Registration and Travel process:

- SPS (Dianne Vargas) will directly register conference attendees using the SPS P-Card.

- Travel and lodging arrangements will be made using each employee’s individual SPS T-Card. This card will also be used by the employee during the travel event to pay for lodging, only.

- **Travel to and from the conference, local travel (i.e.: carfare to hotel from airport), and lodging in compliance with the per-diem rate for the location where the conference occurs, will be paid for via this T-Card in accordance with the NYS guidelines located at [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877).** Any hotel booking above the per diem rate requires justification. Please note that *meals should not be charged to this card.*

- Employees’ individual T-Cards are kept by Dianne Vargas. **Traveling employees’ cards will be available for pick up 24 hours before their departure date. Cards may be picked up only by the person in whose name they are issued, and cards must be returned to Dianne Vargas within 24 hours of return, also only by the person in whose name they are issued.**

- Hotel bookings will be made during the conference registration period and at the conference group rate.

- **CUNY employees should not be charged tax when booking hotel rooms within New York State.** Please complete and submit a [Hotel Exemption Certificate](#) to the hotel.

- You must present original and itemized receipts, taped to a sheet of 8” x 11” paper, as well as a Travel Accounts Payable/Purchasing Form (attached) to Dianne Vargas within 72 hours of your return. **Receipts are required for all items charged to the T-Card.**

- **Receipts are not required for meals.** Meals will be reimbursed based on the federal per-diem rates for the location of the event. Rates can be calculated here: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287). Travelers are to complete the attached [State Travel Voucher](#) for the per-diem reimbursable amount for their meals.

- The [State Travel Voucher](#) is to also include any miscellaneous items (baggage, local cab fare, etc.).

- **Should circumstances prevent your attendance** as originally planned (i.e.: illness, cancelled/late flights), every effort should immediately be made to secure refunds **within 24 hours** of the attendance-preventing event.

Additional Sources of Funding

Because SPS Professional Development, Conference and Travel funds are limited, please explore alternative sources of funding. Faculty and staff are especially encouraged to investigate PSC support by visiting [http://www.psc-cuny.org/ProfessionalDevelopment.htm](http://www.psc-cuny.org/ProfessionalDevelopment.htm).

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*I have read and understand this travel policy.*

__________________________  ____________________________
Signature                        Date

__________________________
Printed Name
# Conference/Travel Request, Estimate & AP/Purchasing Form

<table>
<thead>
<tr>
<th>Supervisor:</th>
<th>Supervisor’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Prepared:</td>
<td>Type of event:</td>
</tr>
<tr>
<td>Division Head: Associate Dean of Student &amp; Community Affairs OR Associate Dean of Academic Affairs’ Signature:</td>
<td></td>
</tr>
<tr>
<td>Staff Member:</td>
<td>Program/Department:</td>
</tr>
<tr>
<td>Event:</td>
<td>Date(s) &amp; Location:</td>
</tr>
<tr>
<td>Rationale for attendance (use back of sheet if necessary):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Method</th>
<th>Required Details (attach to this form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>$</td>
<td>PCard via Dianne Vargas</td>
<td>Event Name &amp; Dates (as above)</td>
</tr>
<tr>
<td>Travel to/from Conference</td>
<td>$</td>
<td>TCard via Dianne Vargas</td>
<td>Original Receipts upon return</td>
</tr>
<tr>
<td>Hotel</td>
<td>$</td>
<td>TCard (reserved via Dianne Vargas, paid by traveler)</td>
<td>Original Receipts upon return</td>
</tr>
<tr>
<td>Miscellaneous (i.e.: local travel/cab fare; baggage)</td>
<td>$</td>
<td>TCard (paid by traveler)</td>
<td>Original Receipts upon return</td>
</tr>
<tr>
<td>Meal allowance</td>
<td>$</td>
<td>Per-diem rate reimbursed</td>
<td>No receipts necessary</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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ADMINISTRATION & FINANCE USE ONLY

Approved: Washington Hernandez | Date: |
Signature: |
Cost Center: |