

SUFFOLK COUNTY COMMUNITY COLLEGE **ADJUNCT FACULTY & PROFESSIONAL ADVANCEMENT**

EMPLOYEE NAME	ID#	RANK & DISCIPLINE
To be eligible you must have completed 3 semesters of a minimum of 3 credits ea. SEMESTERS/YEAR CREDITS 1 _____ 1 _____ 2 _____ 2 _____ 3 _____ 3 _____ 4 _____ 4 _____ 5 _____ 5 _____		HOME ADDRESS
		TITLE & LOCATION OF CONFERENCE
		DATES (S) OF CONFERENCE

ITEM	DESCRIPTION	ESTIMATED COST
TRAVEL	METHOD OF TRAVEL	\$
LODGING	NUMBER OF DAYS	DAILY RATE
MEALS	NUMBER OF DAYS	COST PER DAY
OTHER (ITEMIZE)	REGISTRATION FEE	
	TOLLS	
	PARKING	
	OTHER (SPECIFY)	
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 Assoc. Dean for Faculty Prof. Advancement. All requests for reimbursement must be approved before the conference starts.		\$

JUSTIFICATION FOR CONFERENCE ATTENDANCE
(ATTACH CONFERENCE INFORMATION MATERIALS)

(1) APPLICANT'S SIGNATURE DATE (2) DEAN OF FACULTY/STUDENTS DATE

(2) DIVISION OF ACAD. & ADJUNCT SERVICES DATE APPROVAL #
(Approving eligibility/funding)

FOR CENTRAL BUSINESS OFFICE USE (ONLY)

TOTAL REIMBURSEMENT: \$ _____ APPROPRIATION# _____
 REVIEW COMPLETED BY: _____ STAMP HERE WHEN POSTED _____

- INSTRUCTIONS:** MAIL SIGNED FORM TO THE CAMPUS DEAN OF FACULTY/STUDENTS TO APPROVE THE PROFESSIONAL APPROPRIATENESS OF CONFERENCE/PURPOSES
- (2) DEAN OF FACULTY/STUDENTS MUST MAIL THE FORM TO Assoc. Dean of Prof. Adv.
 - (3) ASSOC. DEAN WILL VERIFY SEMESTERS, TRACK AVAILABILITY OF FUNDS AND RETURN FORM TO APPLICANT ALONG WITH TRAVEL EXPENSE VOUCHER.
 - (4) UPON COMPLETION OF TRAVEL, APPLICANT WILL SUBMIT THIS FORM WITH BACKUP AND COLLEGE TRAVEL EXPENSE VOUCHER TO THE COLLEGE BUSINESS OFFICE, ROOM 32, NFL BLDG, AMMERMAN CAMPUS.
 - (5) PAYMENT OF UP TO \$750 WILL BE MADE FOR ALLOWABLE COSTS.
 - (6) IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM PLEASE CONTACT DEAN TVELIA AT 451-4464.