

## **Full-time Faculty Funds AY 2023 -2024**

All full-time faculty at the USC Rossier School of Education are eligible to apply for the professional development funds described below. Please review the guidelines before submitting a request.

### **Two Funding Options**

Total available funds for fiscal year 2023-2024; **\$2,000**, beginning July 1, 2023 through June 30, 2024.

- Up to **\$1,000**, for professional memberships and/or attendance at professional conferences **OR**
- Up to **\$2,000**, for presentations at verified professional conferences.

Any combination of professional memberships, conference attendance and presentations must not exceed the total of **\$2,000**.

### **GUIDELINES**

- If you will be **attending** a professional conference, you are eligible for a reimbursement up to **\$1,000**.
- If you will be **presenting** at professional conferences, you are eligible for a reimbursement up to **\$2,000**.
- Any combination of professional memberships, conference attendance and presentations must not exceed the total of **\$2,000**.
- Memberships to professional organizations will be deducted from available remaining funds.
- Faculty funds **do not** transfer between fiscal years.
- Requests for funds beyond the allotted amounts will not be approved.
- Faculty will only be reimbursed for verified amounts through proper documentation and receipts.
- Annual conference membership fees will be reimbursed **immediately** with proof of payment.
- Annual conference registration fees will be reimbursed at the **conclusion** of the conference.
- Reimbursements should be submitted within 60 days of the actual conference, or you'll be subjected to having your expense claim reported as taxable income by the university.
- **Conference registration and memberships:** All requests should be submitted 2 weeks **prior** to the conference date to Nate Collins at [collinna@rossier.usc.edu](mailto:collinna@rossier.usc.edu).

- **Reimbursement requests:** All requests should be submitted within 2 weeks after the conference has ended. Each receipt should list who, what, when, where and why *within* conference travel dates. For credit card receipts please provide the itemized receipt along with the payment transaction receipt.
- Any alcoholic beverages purchased during professional development conference attendance/presentation will not be reimbursed.
- **Please complete the Faculty Funds Request Form on page 3.**

## Faculty Funds Request Form

AY 2023 - 2024

Please submit the form below for each conference or membership request to Nate Collins at [collinna@rossier.usc.edu](mailto:collinna@rossier.usc.edu)

Request Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Please select the request type(s):

- Professional Organization Membership
- Professional Conference Attendance
- Professional Conference Presentation

Conference Dates: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_