

Part-time Faculty Funds AY 2023 -2024

All part-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; **\$500**, beginning July 1, 2023 through June 30, 2024.

- Up to **\$500**, for professional memberships and/or attendance at professional conferences **OR**
- Up to **\$500**, for presentations at verified professional conferences.

Any combination of professional memberships, conference attendance and presentations must not exceed the total of **\$500**.

GUIDELINES

- If you will be **attending** a professional conference, you are eligible for a reimbursement **up to \$500**. ○ If you will be **presenting** at professional conferences, you are eligible for a reimbursement **up to \$500**. ○ Any combination of professional memberships, conference attendance and presentations must not exceed the total of **\$500**.
- 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 taxed 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.
 - **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.

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: _____