

## CONFERENCE REIMBURSEMENT PROCEDURES

As negotiated in our contract, Article V, Section G,

"Expense reimbursement shall be in accord with the applicable County guidelines per conference regardless of the location of the conference or the date of application for conference attendance.

Recommendation shall not be refused for a conference professionally connected to the faculty member's discipline or his/her professional responsibilities or retraining program. Permission shall not be refused for faculty members who do not have scheduled duties on the date of a conference which would otherwise be proper under the above rules. The appropriate Administrator shall have discretion to approve one or more members who have scheduled duties, if this seems desirable.

If application for conference attendance is submitted at least six (6) weeks in advance of such conference, the faculty member shall receive at least two (2) weeks' prior notice from the Administration concerning the application.

2. The faculty member shall have the option to take a College car or his/her personal vehicle or travel by mass transit. Mileage claims for use of personal vehicle or mass transportation will be in accordance with County guidelines."

### **Funding Schedule:**

The two-year reimbursement cycle begins on an odd year and applies to all full-time faculty. Compensation is based upon the latest Memorandum of Agreement effective September 1, 2010 through August 31, 2015:

September 2009 - August 31, 2011 : up to \$1,350

September 2011 - August 31, 2013 : up to \$1,400

For example: a faculty member may use \$1,350 in June 2011 and be eligible to receive up to \$1,400 effective September 1, 2011. However additional funding would not be available to that faculty until September 1, 2013 at which point the amount would be \$1,500.

### **Pre-Conference Procedures:**

1. Complete an [Application for Contractual Conference Attendance \(pre-approval\) Form](#) using use your SCCC ID# on all documents (**not** your Social Security Number). Submit the form at least 6 weeks prior to conference, so you can be guaranteed notification at least 2 weeks before the conference begins.

2. **ESTIMATE maximum amounts** on each line item (within the allotted county/college policies) keeping in mind those costs not considered legitimate expenses (i.e., dry cleaning, local transportation at the conference, car rentals, etc.) A list of non-reimbursable conference expenses is listed by the Business Office at:  
<http://www3.sunysuffolk.edu/Administration/BusinessAffairs/confmeet.asp>. By checking this list **before** submitting your forms you will greatly reduce the chance of your request being delayed or denied.

Food allowance is \$12/meal (receipts not required). However, the conference agenda must indicate that no meals were provided for you during the conference. Eligibility for breakfasts and dinners requires the start or end of the conference four hours before or after your normal work hours.

3. Documentation verifying the conference and your intent to attend (i.e., a preliminary program, acceptance of a presentation paper, etc.) must be attached to the form.
4. Get your supervisor's approval signature.
5. Submit the form to your department secretary who will, in turn, send it to your campus business office. Once they have processed it, they will send it to your Executive Dean for approval. Once approved it is returned to your department secretary who creates the necessary forms in Banner. A confirmation Purchase Order number (PO) will be sent to your home once the process is complete.

Campus Business Offices review all forms and may contact the faculty member with questions/suggestions for conforming the form to college/county policy, ensuring timely payment and processing.

#### **Post-Conference Procedures:**

1. Within three (3) months of your return from the conference complete both a [Travel Expense Voucher](#) AND a [College Business/ Contractual Travel Payment Request Form](#).
2. Attach all documentation verifying your conference attendance including:

**Original** receipts for all itemized expenses (separate receipts for any shared expenses like hotel rooms)

**The original badge, brochure and registration receipts are required.**

A Conference report (required) summarizing your conference activities.

Proof of meals provided (or not) at the conference (the brochure/agenda should suffice). Itemize all claimed meals, indicating date and type of meal.

Airline ticket/itinerary, if applicable.

3. Get your Supervisor's signature on voucher.

Return the voucher to your department secretary who will forward it for final processing.

NOTE: Unless the total amount claimed is more than the initially approved cost or additional items not originally included have been added, no further input on your part should be required.

Timely payment should be received at your home address.

**OTHER ITEMS OF NOTE:**

- Your Executive Dean has final conference attendance approval. However, once approved, reimbursement is a CONTRACTUAL right guaranteed under our Contract.
- Pre-approval is required for reimbursement. Do not assume you have been approved; check with your business office if you have not received verification in a timely manner.
- Final approval for reimbursement is from Central's Business office, not the Campus and any questions/discrepancies regarding payment will be from that department.
- The mileage reimbursement rate is the one determined by the IRS at the beginning of every calendar year. The rate for 2011 is .51/mile. Use a map service (i.e Google, Mapquest, etc.) to determine your mileage to and from the conference, using the closer distance (i.e. home or school. Mileage is only reimbursed to and from the conference and not while in attendance.