Adjunct Faculty Scholarship Presentation
Support Fund Policy
Updated as of 9/1/22

1. **Purpose**
   Pace University and the UAFP recognize the importance of participating in professional conferences and conventions for the development of part-time faculty ("adjuncts") as both scholars and educators. This document provides information about what expenses will be covered and the procedures to be used when applying for conference approval and reimbursement.

2. **Source of Funding**
   Dependent on eligibility (see #3 below), Pace University and the UAFP will reimburse up to ONE conference per fiscal year (defined as July 1 – June 30) up to a maximum of $600. Pace University and the UAFP will share equally in this reimbursement as the adjunct will receive reimbursement from BOTH Pace University and the UAFP (up to a maximum of $300 per entity).

   Reimbursements made by Pace University must be submitted through Chrome River **within 10-business days** of the conference and must follow the current **Expense Policy Guidelines** as defined below. Please note that the approval and reimbursement of conference expenses will be dependent on 1) meeting the eligibility requirements (as described in Section #3-below), 2) final review and evaluation by the Provost's Office as to the overall educational benefit to the school/college and university, and 3) the availability of funds. Approved funding must be used for the designated conference (no substitutions) and is not transferable.

3. **Eligibility**
   In order to be eligible to apply, you must meet the following criteria:
   a. **Member of the UAFP**: You must be a current UAFP member in good standing.
   b. **Active Conference Participant**: You must be an active conference participant partaking in such roles such as Presenter, Chair, Panelist, Organizer and/or Steering Committee Member, or an equivalent.
   c. **Pace University Affiliation**: You must indicate that you are participating exclusively with your Pace University affiliation and the **Pace University Logo** must be clearly displayed on all promotional materials, *e.g., the conference program must indicate that your affiliation is with Pace University only*.
   d. **One Conference Per Year**: You can only submit up to one participatory conference request per fiscal year (July 1 – June 30).

4. **How to Apply**
   Please complete the **Adjunct Faculty Scholarship Presentation Support Fund Application** which must be completed AT LEAST 30 DAYS prior to your conference.
   a. **Departmental Chair and Dean Review**: Submit the attached completed form and supporting documents *(i.e., conference invitation for participation or program, etc.)* to your department chairperson and Dean.
   b. **Provost Office Review**: After the Chair's and Dean's approval, the request must be forwarded to Associate Provost for Academic Affairs, email AssociateProvost@pace.edu.
   c. **UAFP Approval**: Once the request has been officially approved by the UAFP, you will be notified of the pre-approved funding amount. The maximum annual amount available for approval and reimbursement is $600, of which $300 is reimbursable from the University and $300 from the UAFP.

5. **Reimbursement Protocol**
    a. Upon completion of your travel, you must submit for reimbursement within 10-business days of your return. **Submissions beyond 30-days of return will be looked at critically and may not be reimbursed.** When submitting your reimbursement, you need to utilize Chrome River and attach the **APPROVED Adjunct Faculty Scholarship Presentation Support Fund Application** as a receipt. This will allow a quick review and approval of reimbursements as necessary. Please charge all approved expenses to Index P3003.
    b. Each expense item must have an original paid receipt.
    c. If a receipt is lost, please note this in Chrome River and/or attach other appropriate documentation such as a credit card transaction.
    d. No daily average for food totals is allowed. Each receipt detailing the specific meal purchase must be attached in Chrome River and reimbursement will be calculated on the actual amount up to a **maximum of $75/day**. Most restaurants will give you the **itemized receipt** when it is requested; please ask for this receipt so all documentation is included for prompt processing. If no itemized receipt is available, please attach menu from restaurant with the purchased items circled.
    e. Only the attendee will be reimbursed for food. **There will be no reimbursement for alcohol purchases, gum, magazines or personal toiletry items.**
    f. Mileage is reimbursed based on the current IRS rate (use the Map Tool in Chrome River).
    g. Gas expenses are reimbursed ONLY for rental cars, as mileage reimbursement covers all expenses on personal cars.
    h. If you pay for airfare/registration prior to the conference, you may submit for reimbursement (with your paid receipts) before your trip. We will keep track of this and refer to it when you submit for final payments.
    i. Lodging reimbursement is limited to a standard single room rate. No reimbursement will be made for the expense of another person.

6. **Eligible Expenses**
   The following expenses are generally eligible for reimbursement under this policy:
   - Registration fees for the in-person or virtual conferences (or equivalent event)
   - Air travel, including baggage fees
   - Essential ground transportation
   - Parking, either at an airport or at the conference site
   - Lodging
   - Meals

7. **Pace University Travel and Expense Policy Guidelines**
   For any questions on the reimbursement of expenses, please refer to Pace University's Expense Reimbursement Policy Guidelines effective July 1, 2022 (PDF). Please note that all travelers are expected to be cost-conscious and economical when selecting transportation, lodging, restaurants, etc.

8. **Questions?**
   For questions on this policy, please email the AssociateProvost@pace.edu. For questions on the reimbursement of eligible expenses or how to submit through Chrome River, please contact your School Budget Representative – *see below for school contact information:*

   - **CHP:** Patricia Ketterer, pketterer@pace.edu
   - **Dyson/School of Education:** Jane Ciampi, jciampi@pace.edu
   - **Lubin:** Elizabeth Monroe; emonroe@pace.edu
   - **Seidenberg:** Lindsay Constantino, lconstantino@pace.edu