

## Adjunct Faculty Scholarship Presentation Support Fund Policy

### 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.

### Source of Funding

Dependent on eligibility (see #3 below), adjuncts can be reimbursed up to ONE conference per fiscal year (defined as July 1–June 30) up to a maximum of \$3,000.

Reimbursements will be made exclusively by Pace University, must be submitted through Chrome River and must conform to the current [Expense Reimbursement Policy Guidelines effective July 1, 2023 \(PDF\)](#).

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) availability of funds. Per the CBA dated June 1, 2024, these approvals are awarded on a first-come basis until the yearly funding allocation of \$25,000 is exhausted.

Approved funding must be used for the designated conference (no substitutions) and is not transferable.

# Eligibility

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 as Presenter, Chair, Panelist, Organizer and/or Steering Committee Member, or an equivalent in your respective field and/or discipline.
- c. **Conference Dates:** Your application must be submitted at least 30-days from the date you are seeking approval – no exceptions. *No applications will be considered for conference requests that have already occurred.*
- d. **Pace University Affiliation:** You must provide evidence that you are participating exclusively with your Pace University affiliation (*e.g., the conference program indicating that your affiliation is with Pace University only*). These materials should be submitted as part of your application.
- e. **One Conference Per Year:** You can only submit one participatory conference request per fiscal year (July 1–June 30).

# How to Apply

Please complete the online **Adjunct Faculty Scholarship Presentation Support Fund Application** which must be submitted **AT LEAST 30 DAYS** prior to your conference. The following information needs to be clearly stated in your application: 1) name of the national conference, 2) copy of the invitation or program with your name and Pace affiliation, and 3) your role at the conference.

The online application will be reviewed by **Departmental Chair-> Dean -> Provost Office**.

**An official letter of approval will be sent by the Office of the Provost indicating the amount awarded.**

# Eligible Expenses

The following expenses are generally eligible for reimbursement:

- 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

# Reimbursement Protocol

Upon completion of your trip, you must submit for reimbursement through Chrome River **within 30 days of return**. Please remember to include the **official approval letter (see #4)**.

# Reimbursement Guidelines

Please refer to Pace University's [Expense Reimbursement Policy Guidelines \(PDF\)](#). Please note that all travelers are expected to be cost-conscious and economical when selecting transportation, lodging, restaurants, etc.

*Please refer to the following general policy guidelines as part of your reimbursement submission:*

- a. Each expense item must have an original paid receipt.
- b. If a receipt is lost, please note this in Chrome River and/or attach other appropriate documentation, such as a credit card transaction.
- c. No daily average for food totals is allowed. Each receipt detailing the specific meal purchase must be attached to 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.

- d. Only the attendee will be reimbursed for food. **There will be no reimbursement for alcohol purchases, gum, magazines, or personal toiletry items (including COVID-19 supplies).**
- e. Mileage is reimbursed based on the current IRS rate (use the Map Tool in Chrome River).
- f. Gas expenses are reimbursed ONLY for rental cars, as mileage reimbursement covers all expenses on personal cars.
- g. 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.
- h. Lodging reimbursement is limited to a standard single-room rate. No reimbursement will be made for the expense of another person.

## Questions?

For questions on this policy, please email the [Provost@pace.edu](mailto:Provost@pace.edu). For questions on the reimbursement of eligible expenses or how to submit through Chrome River, please contact your School/College Budget Representative – *see below for contact information*.

- **CHP:** Jessica Sofia, [jsofia@pace.edu](mailto:jsofia@pace.edu)
- **Dyson/School of Education:** Jane Ciampi, [jciampi@pace.edu](mailto:jciampi@pace.edu)
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