

Adjunct Faculty Scholarship Presentation Support Fund Policy

The following notice highlights the University Scholarly Presentation Support Fund for Adjunct Professor/Part-Time Instructors policy for the current fiscal year for travel beginning July 1, through June 30th, and the procedures and guidelines to be used when applying for conference travel advances and reimbursement. You must be a conference participant, presenting with your Pace affiliation to be considered for University Adjunct Professor/Part-Time Instructor funding and all requests are subject to budget limitations. Any request lacking appropriate documentation cannot be processed.

Eligibility and Other Requirements

1. **Advance Application:** The Request for Adjunct Professor/Part-Time Instructor Conference Travel form must be completed at least 30 days prior to the trip. However, it is encouraged to submit applications as early as possible. Adjunct Professors/Part-Time Instructors are expected to obtain the most economical coach and hotel fares possible.
2. **Conference Participation:** You must be a conference participant in roles such as Presenter, Chair (Panel), Organizer/Steering Committee Member, or an equivalent.
3. **Pace University Affiliation:** You must indicate that you are participating with your Pace University affiliation, e.g. the conference program must indicate that your affiliation is with Pace University.
4. **Departmental Chair and Dean Review:** Submit the attached completed form and supporting documents (i.e. conference invitation for participation or program) to your department chairperson and Dean to begin the approval process.
5. **Provost Office Review:** After the Chair's and Dean's approval, the request must be forwarded to The Office of Associate Provost for Academic Affairs.
6. **Pre-approval:** Once the request has been approved, 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 from the University and \$300 is from the UAFP.
7. **Availability of Funds:** Funds will be distributed proportionately across Summer, Fall and Spring to ensure staggered and fair consideration. Once funds are exhausted, no further requests will be approved until the new fiscal year begins, July 1. There is no rollover of unused funds as they are for exclusive use during the fiscal year allocated.
8. **One Conference Per Year:** Only one participatory conference request will be considered in this fiscal year.
9. **Reimbursement Documentation:** Within 10 business days of your return, you must complete a Travel/Expense Reimbursement form using Chrome River that includes scanned original receipts. Advances are not permitted, instead below are the guidelines for reimbursement:

Pace University
Office of the Provost

- a. Each expense item must have an original receipt attached. Credit Card statements are not acceptable as a receipt for charges.
- b. If any receipt is lost, please notify the Budget Office and they will send you a form required by Accounts Payable for lost receipts.
- c. No daily average for food totals is allowed. Each receipt must be attached and reimbursement will be calculated on the actual amount up to the maximum of \$64/day.
- d. All receipts not in US dollars must be converted and the exchange rate used must be specified.
- e. The mileage rate will be as stated in the University Travel and Expense Policy.
- f. Gas expenses are reimbursed only for rental cars, as mileage reimbursement covers all expenses on personal cars.
- g. If more than one faculty member is attending the same conference to present different papers, the submitted expenses should be comparable.
- h. Lodging reimbursement is limited to the single room rate. No reimbursement will be made for the expenses of another person.
- i. Please see the University's Travel and Entertainment Policy Guidelines, available on the Finance and Planning website under the Policies and Procedures/Accounts Payable link.

Additional Information:

1. For the current fiscal year we will continue to consider applications on a first come first serve basis; however, we will implement the following suggested deadline dates:
 - a. December 1 for conferences January 2 – 26 (Winter Intersession)
 - b. January 5 for conferences January 27 -June 30 (higher volume of conference attendance).
2. Examples of items eligible for reimbursement:
 - Conference/Registration fees
 - Hotel accommodations
 - Travel – Air, train, bus and/or taxi to and from conference.
 - Meals (does not include alcoholic beverages)