

Faculty Development Funding Amount Guidelines 2011-2012

Funding Maximums:

I. Total maximum amount per academic year:

- A. Conferences/Workshops \$1000.00 Full-Time
- B. Conferences/Workshops \$500.00 Part-Time

II. Limits per category

- A. Travel
 - 1. Airfare - \$400.00 within California
\$500.00 outside California
 - 2. Mileage - 55.5 cents per mile
- B. Lodging \$250.00 per night maximum
- C. Meals \$50.00 a day not to exceed # of days of conference. Lunch receipt is required for one day non-overnight conference.
- D. Registration There is no funding for organization membership fees.

III. Miscellaneous:

- A. Applications can be submitted only once per activity.
- B. Applications must be submitted no more than eight weeks PRIOR to the commencement of an activity – no “after-the-fact” funding. (Conference attendance may occur prior to funding confirmation, but application must be made prior to attendance.)
- C. There will be no prepaid conference expenses --- reimbursement only.
- D. Faculty Development reimbursement requests must be submitted within 30 days of completion of conference or activity.