Faculty Development
Funding Amount Guidelines
2013-2014

Funding Maximums:

I. Total maximum amount per academic year:
   A. Conferences/Workshops $1,000.00 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 - 56.5 cents per mile
   B. Lodging $250.00 per night maximum
   C. Meals $55.00 a day not to exceed # of days of conference.
   D. Registration There is no funding for individual 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.