MEMORANDUM

TO: Full-time Teaching Faculty

FROM: Erwin Wong, Senior Vice President and Provost

DATE: September 2019

RE: Support for First-time Presenters

Since the spring semester of 1999, the college has provided supplemental funds to support faculty development.

**Support for First-time Presenters**

In addition to the current $450 reimbursement to conference attendees, the college supports up to $500 (950 maximum) for first-time presenters (during their employment at BMCC) who speak at professional conferences in their field. Full-time faculty members must seek and obtain prior approval from the Provost/Senior Vice President of Academic Affairs.

Please note the following:

- Funds are limited and are allocated on a first-come, first-served basis.
- Documentation of first-time presentations are required for reimbursement.
- Support for First-time Presenters and Support for Professional Leadership Activities cannot be used for the same trip.
- Standard travel regulations and policies must be followed.

EW:ej
OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

First-time Presenter Funds Request

Traveler’s Name: ___________________________ Title/Rank: ___________________________

Department: ___________________________ Office: ___________________________ Tel: ___________________________

Purpose of Trip: ___________________________

Class Coverage: Course: ___________________________ Sec.: ___________________________ Days/Time: ___________________________

Name of Substitute: ___________________________

Itinerary—Arrivals/Departures

Destination:
Departing from (city/state): ___________________________ (on) Date: ___________________________ (at) Time: ___________________________
Arriving at (city/state): ___________________________ (on) Date: ___________________________ (at) Time: ___________________________

Return Trip:
Departing from (city/state): ___________________________ (on) Date: ___________________________ (at) Time: ___________________________
Arriving at (city/state): ___________________________ (on) Date: ___________________________ (at) Time: ___________________________

Itemized Expenses
Lodging ______ days @ $ ______ / day $ ______
Meals ______ days @ $ ______ / day $ ______
Conference Registration Fees $ ______
Air/Train Transportation $ ______
Taxis and Local Travel $ ______
Misc. Expenses $ ______

Total Itemized Expenses $ ______

Less PSC-CUNY or Grant Funding $ ______

Funds Requested $ ______
Emergency Contact Information

Name: ___________________________ Tel.: ___________________________ Email: ___________________________

Signature of Traveler ___________________________ Date: ___________________________

Authorization

Amount approved and allocated from PSC-CUNY funding: $ ____________ Grant funding: ____________

Amount requested from First-time Presenter Fund $ ____________

Department Chairperson: ___________________________

Chairperson's Signature: ___________________________ Date: ___________________________

Provost (signature) ___________________________ Date: ___________________________