



GUIDELINES FOR ADJUNCT/VL TRAVEL FUND **Spring 2012**

Article XIII, Section 6 of the Adjunct/VL Contract provides for leaves of absence for Adjunct/VL bargaining unit members to attend professional meetings. The Adjunct/VL Contract also provides for a limited fund to partially reimburse Adjunct/VL members for reasonable and necessary expenses incurred at such meetings. The Adjunct/VL Travel Fund Committee will authorize all reimbursements according to the following guidelines approved at the meeting of the bargaining unit on Wednesday, January 11, 2012.

- A. Fund Resources:** On September 1, 2011, the unused portion of the funds was carried over into the next contract year. Reimbursement will be made only from funds contributed by the College on or before the travel date.
- B. Eligibility:** Those in Pool II or above (see Adjunct/VL Contract, Article VII, Section 2) may apply for travel funds during a semester in which they are employed at CCP. Members of the bargaining unit may attend/participate in multiple conferences. However, the total amount of reimbursement may not exceed **\$400** per academic year or **\$500** per academic year for presenters and officers of the organization.
- C. Applications:** Application forms are available in the Federation office. Applications received at the Federation office will be granted to the extent that funds exist, except that if there are more requests for funds than can be covered by existing funds, other factors will be considered in the selection process: seniority, status of the participant at the professional meeting (presenter, officer, etc.), division and/or department representation, number of previous applications approved.
- D. Payments:**
Amount of Expenses to Be Reimbursed:
- **\$400** maximum per conference for all bargaining unit members, except
 - **\$500** maximum per conference for presenters or officers in the organization.

Allowable Expenses:

- Registration fee
- Transportation between town/city of residence and town/city of conference (no taxicabs), and local transportation and parking (taxicabs restricted to \$25 a day)
- Lodging and meals during the dates of attendance at the conference (meals restricted to \$85 a day)
- Personal automobile travel will be reimbursed at the established IRS allotment rate, currently 55.5 cents per mile.

Reimbursement:

- No expenses will be paid in advance. Reimbursements will be made if:
 - The completed Travel Reimbursement Request form along with **original** receipts for the registration, transportation, and lodging is submitted **no later than 30 days** after the end of the conferences. If the committee does not receive **all** necessary documentation within 30 days, the faculty member will drop to the end of the allocation list.
 - Documentation of the bargaining unit member's affiliation with CCP **MUST** be demonstrated and turned in along with receipts (example: official badge, listing of CCP in conference program, etc.)

E. Summary:

- Submit your Reimbursement Request Form to the Federation office with all necessary documents and your Travel Expense Statement no later than 30 days after the conference. Remember the College insists on having originals of all documents – receipts, ID badges, etc.
- After the Federation PT/VL Travel Coordinator submits the necessary material to the CCP Controller's office, the College will send you your reimbursement check.
- Please be aware that if the Travel Fund has insufficient funds to pay your expenses, neither the College nor the Federation is obligated to pay your expenses. You are solely responsible for the expenses you incur. However, you may be informed if other funds become available later.
- We expect you to use the most convenient and economical methods of travel as possible.
- Both the Federation and the College encourage you to make use of this fund because it is an important part of your on-going professional development.

These Guidelines were approved at the PT/VL Bargaining Unit meeting on January 11, 2012

ADJUNCT/VL TRAVEL REIMBURSEMENT REQUEST

Name (Please print): _____

Department _____

Home address: _____
Street City State Zip

Home Telephone: _____ Office Ext. _____ or Voice Mail # _____

E-mail: _____

Meeting Title: _____

Sponsoring Organization: _____

Location: _____ Meeting Date: _____

Are you a Presenter? Yes___ No___ If yes, attach documentation

Are you a current officer? Yes___ No___ If yes, attach documentation

Expenses

Registration: _____

Transportation: Auto (55.5 cents/mile or current IRS rate) _____

Bus _____

Train _____

Airplane _____

Rental Car _____

Taxicabs _____

Parking _____

Lodging _____

Food (maximum of \$85/day) _____

Total _____

Instructions

1. Mode of transportation must be the most convenient and economical. Car, including rental, must not exceed bus, train, or airplane cost.
2. Lodging expenses are for the duration of the conference only.
3. It is your responsibility to make the arrangements with your department head if you are to be absent during work time.
4. Please notify the travel coordinator promptly if you decide not to attend.

SIGNATURE

DATE

**Send to: FSFCCP Adjunct/VL Travel Coordinator
1700 Spring Garden Street - Room BR-63
Philadelphia, PA. 19130**