

# SREB-State Doctoral Scholars Program Professional Development Fund

## PROFESSIONAL DEVELOPMENT REIMBURSEMENT GUIDELINES 2020-2021

College and university faculty widely engage in the activity of conference presentations. As future faculty members, the Doctoral Scholars Program offers the professional development fund to encourage scholars to hone and craft their professional skills by presenting at academic conferences specific to their fields of study. Workshops and general conference attendance do not qualify for reimbursement.

**First:** Scholars must submit the *Advanced Pre-Application for Funds* form 30 days before the conference presentation.

### Funding Provisions and Application Requirements:

- ☑ Scholars must submit the Professional Development Reimbursement form and original receipts within 30 days following the conference presentation.
- ☑ SREB will reimburse the scholar for up to \$500 in out-of-pocket expenses, not to exceed \$500 in any academic year.
- ☑ Scholars may apply funding to more than one professional meeting in an academic year, but dollar amounts may not exceed \$500 per academic year.
- ☑ Doctoral Scholars may apply for funding each year for a maximum of three years while matriculating in the department, and Dissertation Scholars for a maximum of one year.
- ☑ The scholar's name, presentation topic, date, and presentation time must be listed in the conference's program or agenda. A copy of the program/agenda must be submitted to SREB (photocopy acceptable) with the Expense Reimbursement Voucher and original receipts. The scholar should submit the cover page, table of content, and the page where their name appears.
- ☑ Scholars must complete and submit an Advanced Pre-Application for Funds form and receive approval from the SREB-State Doctoral Scholars Program Director **30 calendar days in advance of the presentation.**
- ☑ Scholars must submit a completed Professional Development Reimbursement form with original line item receipts attached within 30 calendar days of the presentation date to be reimbursed. The SREB accounting office will not reimburse without line item receipts. (Photocopies of receipts are acceptable if the originals were required for departmental records).
- ☑ Covered costs are limited to travel, parking, lodging, meals, and registration fees. SREB will only reimburse for food expense when the scholar provides an original, detailed line-item receipt. Food will not be reimbursed when meals are provided at the event. There are no reimbursements for the purchase of alcohol.

Some restrictions apply. The Advanced Pre-Application form and the Professional Development Reimbursement form are available on the Doctoral Scholars Web site at <https://www.sreb.org/forms>.