

# SREB-State Doctoral Scholars Program Professional Development Matching Fund

## PROFESSIONAL DEVELOPMENT REIMBURSEMENT GUIDELINES 2019-2020

**The Advanced Pre-Application for Funds form must be submitted  
30 days prior to conference presentation.**

**The Professional Development Reimbursement form and original receipts  
must be submitted within 30 following the conference presentation.**

College and university faculty widely engage in the activity of conference presentations. As future faculty members, the Doctoral Scholars Program offers the professional development matching 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.

### **Funding Provisions and Application Requirements:**

- SREB will reimburse the scholar for up to 50 percent of covered out-of-pocket expenses, not to exceed \$500 in any academic year.
- If a scholar submits on behalf of his/her department, we will reimburse the scholar 50 percent of the total cost up to – but not exceeding – \$500 per academic year. The scholar then, in turn, must repay their department.
- Funding may be applied to more than one professional meeting in an academic year, but dollar amounts may not exceed \$500 for a department or \$500 for a scholar per academic year.
- Scholars may apply for funding each year for a maximum of three years while matriculating in the department (one year maximum for Dissertation Year Fellows).
- The scholar's name, presentation topic, date, and time of presentation must be listed in the conference's program or agenda, and a copy of the program/agenda must be submitted to SREB (photocopy acceptable) with the Expense Reimbursement Voucher and original receipts.
- 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.**
- To be reimbursed, scholars must submit a completed Professional Development Reimbursement form with original receipts attached **within 30 calendar days of the presentation date.** The SREB accounting office will not reimburse without receipts. (Photocopies of receipts are acceptable if originals were required for departmental records).
- Covered costs are limited to travel, parking, lodging, meals, and registration fees. Reimbursement for food expense will only be made if an original, detailed receipt is provided. Food will not be reimbursed when meals 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 both available on the Doctoral Scholars Web site at <https://www.sreb.org/forms>.