

OFFICE OF THE PROVOST

REQUEST FOR FSA PROFESSIONAL DEVELOPMENT FUNDS

SUNY Maritime provides funds for professional travels to attend meetings, conferences, and seminars. Funds are limited and only awarded to full-time employees. Do not spend or commit money until you have received approval. Funds will not be provided as a reimbursement for expenses that were not previously approved. Applications for Fall Semester travel must be submitted to the provost by September 15th of each year, by January 15th for Spring Semester travel, and by April 15th for summer travel. Attached is a copy of the travel request form.

As a general policy, the College will pay the full expenses of faculty and staff that make a presentation or deliver a paper, and half of the expenses for people who only attend a conference. International travel is normally approved once every two years. Attending meetings or seminars to obtain information that may help develop the College's programs are typically fully reimbursed.

Please see the following addresses when submitting your forms:

- *SUNY Maritime Travel and State Vehicle Use Policies must be followed:*
www.sunymaritime.edu/media/documents/2014/5/State_Vehicle_Policies_Use_Guidelines.pdf
- *New York State Tax exempt form for Hotels:*
www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf

COMPLETE THIS FORM AND RETURN IT TO THE PROVOST'S OFFICE. USE EXTRA SPACE AS NECESSARY.

Your Name _____

Title _____

Contact Information _____

Dates, Purpose, and Location of Travel

How will this travel benefit you in your job?

How will this travel benefit Maritime students?

How will this experience benefit the College?

ESTIMATED BUDGET:	
TRAVEL MODE: STATE VEHICLE, RENTAL VS OWN VEHICLE OR AIR	
LODGING: #OF DAYS X/ RATE/DAY	
REGISTRATION FEE	
OTHER EG. TAXI,GAS ETC.	
OTHER EG. MEAL	
TOTAL \$ REQUESTED	

Requestor's Signature	Date
Department Chair's Signature	Date
Provost Signature	Date
Chief Operating Officer Signature	Date

FSA ONLY	
BUDGET ALLOCATED	\$
YEAR TO DATE ACCT BALANCE	\$
AMOUNT REQUESTED	\$
REMAINING BALANCE	\$