

Administrative Steps to Request "Conference/Webinar/Seminar" Funds

- 1. Once the college operating budget is approved and available in Banner, each Vice-President will inform their division of the dollar amount of conference funds available for their division.**
- 2. These budget conference funds supplement the "Professional Development Funds" contractually negotiated and paid to faculty and staff once each semester.**
- 3. Funding will primarily be available for state or federal conferences related to regulatory and compliance changes, and conferences that support the College Strategic Plan and the SUNY Excel initiative.**
- 4. The "Seminar/Conference/Workshop Authorization Form" must be completed to request monetary support for conference attendance. The form can be found in the VPAF folder on the "P" drive.**
- 5. Complete all sections of the "Seminar/Conference/Workshop Authorization Form". First obtain your immediate supervisor's signature and subsequently approval of your VP or AVP, who will authorize the funding amount.**
- 6. Each Immediate Supervisor, VP or AVP will review/approve and then authorize the maximum dollars available per request.**
- 7. This fully authorized form must be attached to all purchase requisitions and vouchers for payment to the vendor or reimbursement of self-paid funds to the employee.**
- 8. Update your supervisor on the conference content upon your return from the conference.**