

WCCFT

Faculty Development Fund

To: **Full-Time Faculty**
From: WCCFT (914) 606-8421
Re: Faculty Development Fund Application Form

Application for WCCFT Faculty Development Funds Due September 30, 2012

For one or two activities between September 1, 2011 and August 31, 2012
Late applications **WILL NOT** be accepted

Please use page 2 and 3 to apply for Faculty Development Funds for all activities you completed between September 1, 2011 and August 31, 2012. The number of activities is unlimited.

You may apply for reimbursement for tuition or for expenses you paid to attend a conference, a workshop, or similar professional activity. Your award will depend on the amount of funds available and the total number of applications received from other full-time faculty for this period of time. The total funds will be divided amongst all applicants with a maximum of **\$1,500** to be paid to any one member.

Your award is also subject to a coordination of benefits (COB) limit. This means you may receive no more than 100 percent of the cost of the activity from all sources of funding. Please complete pages 2 and 3 and sign the application.

All receipts for activities, mileage, and meals must be submitted with this application and should be returned in person to:
WCCFT Tech Building Room 32, by **September 30, 2012**.
If you have any questions, please call (914)606-8421.

WCCFT Full-time Faculty Development Application

Please complete and return to **WCCFT**,
Tech Bldg. ROOM 32, (914)606-8421 by September 30, 2012.

Name _____

WCC Office Location _____ Office Ext. _____

Department _____

Refer to page 3 to itemize your expenses– and attach your receipts

*Meals: note current maximum per day is \$60

**Mileage: Must include supporting documentation (i.e. mapquest page). Claim to be based on current reimbursement which is 55.5 cents per mile.

Did you receive funds from any other sources? Please specify amount and source

\$ _____ source _____

+\$ _____ source _____

+\$ _____ source _____

= _____ Total received

Minus _____ Total expenses (from page 3)

Total Request	\$ (maximum \$1,500)
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Applicant Signature & Date _____