

Seattle Pacific University, College of Arts and Sciences Professional Development Fund (PDF) Guidelines

Use Approval – The use of funds must be approved (payment request signed) by department chair. With chair approval, funds are to be used for the following purposes: 1) professional travel, 2) memberships and dues in professional organizations, 3) journal subscriptions. When related to scholarly publication or participation in professional meetings, PDF may also be used to purchase texts. It is the responsibility of the faculty member to keep track of his/her own PDF account. The Program and Budget Manager will provide reports quarterly and as needed.

Supplemental funds – The department chair may have limited funds available in the departmental PDF account. Additionally, the Dean may have funds available to distribute on a case-by-case basis.

Responsibility for deficit – The faculty member is responsible for payment of expenses incurred that exceed the PDF balance. Deficits will not be allowed to accrue. PDF balances should be checked prior to planning a trip and purchasing airline tickets.

Accrual of funds – Up to two years allocation may be accrued at any given time. Any additional unused funds will be divided equally between the departmental PDF account and the general CAS PDF account.

Change of employment status – Any funds remaining upon leaving the University, or changing from ranked to adjunct faculty status, will revert to the departmental and CAS funds.

Documentation – Receipts or other documentation of expense for all requests for payment or reimbursements must be submitted. See the SPU Finance Department website for acceptable forms of documentation.

Reimbursement – Whenever possible, allow SPU to pay for memberships and subscriptions directly. The department administrative assistant will assist in completing the paperwork. Acceptable documentation includes: paid invoice, canceled check, credit card receipt, or copy of non-canceled check and bank statement showing that the check has cleared the bank.

Travel advance – A travel advance (not to exceed available PDF funds) may be requested. A reimbursement request must be turned in within two weeks of completion of travel.

Transportation expenses – Expenses will be reimbursed for an amount equal to the least expensive means of transportation (airfare vs. mileage @ current allowable rate/mile). In general, airfare is less expensive than driving. If a more expensive manner of transportation is desired, documentation of the less expensive price (such as an airfare quote) must be provided. Airfare and conference fees cannot be reimbursed until the trip has been completed. In some cases, the department administrative assistant or the Program and Budget Manager can purchase.

Meals – Funds may be used for meals while participating in approved activities where an overnight stay is required. Reimbursement is by itemized receipt only and the following guidelines are recommended for meals: breakfast \$10, lunch \$15, dinner \$25.

Extra-curricular expenses – Entertainment activities or events connected with a conference will not be reimbursed.

Lodging expenses – SPU covers the cost of lodging for the faculty member only. If the faculty member is accompanied, reimbursement will be made for the cost of a single room. Documentation of the rate is required.

Special circumstances – any deviation from the policies noted above require the Dean's approval. Please make requests in writing (either hard-copy or e-mail).

Deadline – All receipts must be submitted by the end of the fiscal year (June 30) in order for the items to be charged to the current PDF allocation.

