

## Utilizing Professional Development Funds for FY24

Every School of Health Sciences full-time faculty and professional staff member is entitled to professional development. For Fiscal Year 2023 (FY23), the following amounts have been awarded:

- Tenured Faculty – \$1,200.00
- NTPP Faculty – \$1,200.00
- Professional Staff – \$1,200.00
- Distinguished Faculty – \$2,500.00
- Tenure-Track Faculty – \$2,600.00
- Program Chairs – One conference, at the discretion of your program's budget

The deadline for submitting any purchasing requests is **WEDNESDAY, NOVEMBER 1<sup>st</sup>, 2023**.

- **Ideally, this deadline also includes any Chrome River pre-approvals for known travel during FY24 as well.**

This will ensure that there is time to complete all orders for both the Fall and Spring semesters and that there is enough time to work through any issues that may occur when ordering or complying with protocol.

Professional Development funding can be used for many things. If you're unsure what you can do with this funding, the most common requests are as follows:

- **Conference Travel** – **REQUIRES A CHROME RIVER PRE-APPROVAL BEFORE\* THE CONFERENCE TAKES PLACE**
  - Includes workshops
  - Any conference registration that takes place AFTER JUNE 30<sup>th</sup>, can utilize this funding if a Chrome River pre-approval is fully approved **before June 30<sup>th</sup>**
  - Please see the Chrome River Step-by-Step Guide to see commonly requested reimbursable expenses.
- **Continuing Education Courses** (anything that offers CEUs (like websites), workshops, courses, etc.) – **REQUIRES A CHROME RIVER PRE-APPROVAL BEFORE\* THE COURSE BEGINS**
- **Organization Memberships**
  - If begin/end date of the membership isn't clear, you will be asked to provide the dates the membership is valid for.
  - Membership renewed towards the end of the fiscal year may utilize the following fiscal year's funding.

- **Subscriptions to Software/Online Tools**
  - May require justification, how the program will be used, and length of subscription
  - REQUIRES ITS APPROVAL – If you have a link to the website and what version you want, you can send the URL and version to Haley who will get ITS approval.
- **Licensure Renewals**
  - If begin/end date of the license renewal isn't clear, you will be asked to provide the dates the license is valid for.
  - Licenses renewed towards the end of the fiscal year may utilize the following fiscal year's funding.
- **Laptops/iPads** – MUST be purchased through Haley
  - If you have a specific laptop/iPad in mind, please let Haley know and she will work with ITS to ensure we are in compliance with Stockton University's requirements
- **Printers & Toner** – MUST be purchased through Haley
  - Printers must be ITS approved. If there's a specific printer you have in mind, let Haley know and she will request ITS approval.
  - ITS may substitute model for a comparable, ITS approved device.
- **Equipment for Research & Professional Development** – MUST be purchased through Haley
- **Books** – MUST be purchased through Haley

\* - Exceptions can be made to this if it is your first time submitting a Chrome River late or if you didn't know about the reimbursement process. **Consistently submitting pre-approvals after the travel has taken place will not guarantee your reimbursement!**

**PLEASE NOTE THAT ALL PURCHASES, with the exception of airfare and hotel, MUST BE TAX-EXEMPT. IF TAX EXEMPTION CANNOT BE OBTAINED, THEN ANOTHER VENDOR MUST BE USED OR THE ITEM CANNOT BE PURCHASED WITH UNIVERSITY FUNDING.**

- This applies to grants too – all grants flow through Stockton University and must follow the University and State procedures.

**Anything NOT travel, membership, or license-related needs to be purchased through the University/the School of Health Sciences**, as we do not typically issue reimbursements for physical items bought out-of-pocket nor software. This means that the School of Health Sciences' budget processor (Haley) will need to make the purchase for you.

**EXCEPTIONS** to this rule which are reimbursable if purchasing on your own are:

- Membership
- Licensure
- Anything submitted through Chrome River (travel, courses, workshops, etc., all can be put on your credit card and reimbursed)
  - Airfare
  - Hotel

**ALL REIMBURSABLE RECEIPTS NOT PURCHASED ON THE UNIVERSITY CREDIT CARD (pcard) WILL REQUIRE THE LAST 4 DIGITS OF THE CARD USED TO MAKE THE PURCHASE ON THE RECEIPT.**

If a receipt with the last 4 digits cannot be supplied, then a redacted credit card statement showing only the applicable expense(s) will be required **IN ADDITION TO** the receipt.

Credit card statements WITHOUT a receipt are not an acceptable form of reimbursement. This is for auditing purposes and **exceptions cannot be made.**

**If there are any questions, or you're unsure if something qualifies**, please reach out to Haley ([haley.hancharuk@stockton.edu](mailto:haley.hancharuk@stockton.edu) / Work: 609-652-4864) and she will be able to confirm or find out if something can be purchased/reimbursed.

As a reminder for the Spring semester and going into the summer:

- **Any items that arrive AFTER JUNE 30<sup>th</sup>, 2024 WILL USE FY25 FUNDING**, which is why it's important to get everything in well before the deadline.
- **Any travel with a return date up until June 30<sup>th</sup>, 2024 will be reimbursed with FY24 funding.** Any travel with a return date of July 1<sup>st</sup>, 2024 or AFTER will utilize FY25 funding for reimbursement unless there are items purchased during FY24.
  - **ALL JUNE TRAVEL RECEIPTS MUST BE SUBMITTED ASAP** TO ENSURE FY24 FUNDING CAN BE UTILIZED – **YOU MAY NOT BE ELIGIBLE FOR FY24 TRAVEL REIMBURSEMENT PAST THE FIRST WEEK OF JULY, 2024 IF RECEIPTS ARE NOT SUBMITTED IN A TIMELY MANNER.**