



**Academic Affairs**

Borough of Manhattan Community College  
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### Sources of Reimbursement

Travel Funds	Amount of Allocation	Restrictions	
Standard PSC- Tax-Levy	\$500	One trip per academic year	Reimbursement for faculty and non-teaching instructional staff to attend a professional conference in their discipline/field.
First-time Presenter	\$500	One trip during full-time employment at BMCC	<p>In addition to the standard \$500 reimbursement to conference attendees, the college supports up to \$500 (\$1,000 maximum) for first-time presenters (during their employment at BMCC) who speak at professional conferences in their field/discipline. Full-time faculty members must seek and obtain prior approval from the Provost and Senior Vice President of Academic Affairs.</p> <p>Cannot be combined with Leadership Activity.</p> <p>Documentation of first-time presentations are required for reimbursement.</p> <p>Funds are limited</p>
Leadership Activity	\$750	One trip per academic year	<p>In addition to the standard \$500 reimbursement to conference attendees, the college supports up to \$750 (\$1,250 maximum) for travel to professional meetings and conferences that results from a full-time faculty member's election and/or appointment to a professional board or committee (national or regional). Full-time faculty members must seek and obtain prior approval from the Provost and Senior Vice President of Academic Affairs.</p> <p>Cannot be combined with First-time Presenter Funds</p> <p>Documentation of professional leadership activities is required for reimbursement.</p> <p>Funds are limited</p>