

2006 May Faculty College Compensation
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Guidelines for May Faculty College Reimbursement Account

Because this work is so important to your teaching, and this week's events demand your time, you will be compensated in the following way:

Staff: A \$250 reimbursement account will be established for Staff and Librarians who participate in May Faculty College. This account, administered through the CTL, will be available starting July 1, 2006, and guidelines for its use can be found on the CTL home page. Book purchases and enhanced conference support are just two ways reimbursements are processed through these individual accounts.

Faculty: Faculty participants will have the option of either the \$250 reimbursement account listed above or a \$250 stipend.

Please select your option of either a stipend or a reimbursement account when you register online for the college.

Guidelines for May Faculty College Reimbursement Account

The \$250 reimbursement account established for May Faculty College participants is administered through the CTL. The account will be available starting July 1, 2006 and will be available for one fiscal year.

Examples of approved reimbursements:

- Book Purchases
- Enhanced Conference Support

Procedures for Reimbursement:

- Send a completed expense report to the Center for Teaching and Learning, addressed to Eileen LaCourse
- Allow 10 business days processing, before the reimbursement is complete

Restrictions:

- Cash advances will not be given