

## Ph.D. Adjunct Faculty Conference Fee Reimbursement Policy

As a strategy to support research and professional development for our Ph.D. faculty, funding has been designated for assistance.

Ph.D. faculty who are accepted as a presenter at an academic conference may apply for a grant toward the conference registration fee. Reimbursement may only be awarded once per fiscal year (July 1 – June 30).\*\* Faculty must list Indiana Tech as their affiliate organization during conference registration in order to be approved for funding.

Participation Type	Max Amount
Any Academic Conference Presentation	\$300
Any Academic Conference Presentation with 1 or more Ph.D. Students	\$100 additional

Please note that Indiana Tech will only reimburse up to \$400 total of any academic conference registration fee once per fiscal year. If the fee is less than the maximum of \$300 or \$400, the faculty will be reimbursed only for the amount of the actual registration fee.

Faculty must provide a completed [Ph.D. Adjunct Faculty Conference Fee Reimbursement Pre-Approval Form](#) at least **one month** prior to the conference date, along with the following documentation:

- Proof of conference presentation acceptance.
- A receipt listing the amount of conference registration fee paid.

After the conference has ended, reimbursement will be processed once the faculty submits the following to the Ph.D. Administrative Assistant:

- A **Reimbursement Form** (which now completes the pre and post-conference forms).
- Proof of conference participation.

Indiana Tech will only serve as the secondary funding source. If a faculty member already has a funding source such as a primary employer, grant, etc. a request for reimbursement should be submitted only for the portion not already covered by the primary source.

*\*\*This funding will be contingent upon budget availability.*