PROFESSIONAL ENHANCEMENT

Each year, eligible faculty are allotted funds that may be spent under the category of “Professional Enhancement.” The amount is determined by your collective bargaining agreement and may vary from year to year. You may use these funds for “professional travel and/or materials used in research of teaching.” KSC Purchasing and travel procedures must be followed. Links to these manuals follow:

http://www.keene.edu/administration/policy/detail/purchasing-manual/

https://www.keene.edu/administration/policy/detail/travel/

Funds are available based on the Fiscal Year, starting July 1. Detailed receipts may be submitted until the following May 15. Receipts must include the date, vendor name, price and item(s) purchased. Receipts must be dated in the current fiscal year (July 1 through May 15).

2-year cycle: Funds for FY19 and FY20 are on a 2-year cycle. $1550.00 is available from July 1, 2018 through May 15, 2019. Unspent funds will rollover after May 15, 2019, allowing you to add them to the $1650.00 awarded for FY20. FY20 funds may be accessed after July 1, 2019, for items purchased on or after this date.

The final cutoff date for submission for this 2-year cycle is May 15, 2020.

Conflict of Interest: Purchases, which could result in a potential financial benefit to you, are not allowable.

Accessing your funds: For reimbursement, please submit your detailed receipts to Accounts Payable. Per USNH policy, a Travel Expense Voucher or Reimbursement Voucher with your signature must accompany all requests. Provost approval is required in advance of all international travel. This approval must accompany your Travel Expense Voucher. An email from the Provost will suffice. Requests are processed in the order they are received.

PLEASE NOTE: USNH has informed KSC of the IRS regulation which states all requests/receipts must be received in the Business Office within 60 days. If not received within 60 days the reimbursement must go through Payroll and you will be taxed accordingly.

Other Notes:

1) Per KSC policy, travel and registration may only be reimbursed after travel has been completed. This applies to lodging, airfare you purchased directly from the airline, meals and any other travel related expenses.
2) If you purchase an iPad, tablet, computer equipment or other item which is personal in nature, please reference the attached link prior to making your purchase (may need to copy and paste into browser):
   The form you will need to submit to A/P can be found on page 4 of this link.
3) Per Diem for meals may only be claimed for overnight travel. If travel is for a workshop or conference and meals are claimed, a copy of the program must be submitted with your reimbursement request. For day travel, if you work 12 consecutive hours that day you may request a dinner allowance of $10.00. Per Diem rates may be found at http://www.gsa.gov/portal/content/104877.
4) Funds are not transferable between faculty members.
5) Further detail may be found in your Collective Bargaining agreement at this link: https://www.keene.edu/administration/academic-affairs/assets/documents/kscea-contract/download/
6) Examples of items that do not qualify for PE fund reimbursement are home office furniture and maintenance agreements for equipment. If you have a specific need for campus office furniture, approval should be obtained in advance of purchase.