

Full-Time Faculty Conference and Travel Funding Policy

The CUNY School of Professional Studies recognizes the importance of full-time faculty participation in professional meetings and conferences. This document outlines the policy and basic procedures for faculty travel to conferences effective from July 1, 2023 onward. The below requirements **only** apply to SPS-funded conferences and travel. Externally funded travel must align with CUNY policies, but is exempt from the below requirements.

Eligibility	<ul style="list-style-type: none"> • CUNY SPS full-time faculty status • In-person conference: invitation to present, moderate, and/or chair • Virtual conference and professional development attendance
Limitations	<ul style="list-style-type: none"> • Reimbursement of allowable costs not to exceed \$700 per person in any given fiscal year (overages and/or transfers will not be permitted) • Limited to one in-person conference per fiscal year • Multiple virtual conferences are permitted • Supervisor approval required (Academic Director or Senior Associate Dean for Academic Affairs) • No individual or personal memberships or subscriptions will be funded. • Funds cannot be rolled over into a future fiscal year
Deadlines	<ul style="list-style-type: none"> • Notify and obtain verbal approval from supervisor prior to submitting Travel Authorization in CUNYfirst. • Travel Authorization (TA) must be submitted in CUNYfirst at least 30 days in advance of travel or conference start date.

External funding sources exempt from the above requirements:

- [PSC-CUNY](#)
- [CUNY Academy](#)
- CUNY grant and initiative support
- Grants managed by the Research Foundation

Resources

- [CUNY Travel Policy](#)
- [Funding Request Form for Conference Registration](#)
- [How to Enter a Travel Authorization in CUNYfirst](#)

Contact Information

For questions related to entering a Travel Authorization or booking travel, please contact [Accounts Payable](#).