

## Non Tenure-Track Faculty (NTTF) Service Compensation Request to Access NTTF Professional Development Funds

1. **Faculty Name:**
2. **Intended Use of Funds (check box below):** Please refer to page 2 for guidelines regarding the appropriate use of your awarded professional development funds.

Travel	Conference Registration	Books
Research Materials	I.T. Equipment/Software	Journal Subscriptions
Professional Organizational Memberships	Professional Training	

Other (Please describe):

3. **Amount:**
4. **Vendor Name:**
5. **Vendor Mailing Address (if applicable):**
6. **Is this a Reimbursement? Check YES if you already paid for this, and want to be repaid. Check NO if the university will be buying this for you directly.**

YES                      NO

6a. If yes, please upload your receipt along with this form and provide your mailing address where the checks should be mailed below:

6b. If no, please provide backup (i.e. webpage) for your intended purchase below:

7. **Urgent\*:**                      YES                      NO

\*Note that these requests will be processed once each month (around mid-month), so please allow sufficient time for these to be processed. If your request is urgent, we will try our best to process it at an earlier time.

Please upload your completed form and any corresponding documentation to the following Dropbox link:  
<https://www.dropbox.com/request/ljF62xeJaMF1qe7d4odM>

If you have any questions/concerns on the status of your request, please email Claudia M. Orozco at [cmorozco@csudh.edu](mailto:cmorozco@csudh.edu).

## Guidelines & Appropriate Use of Professional Development Funds

### A. Travel

- All traveler's using their Foundation administered accounts to travel must receive prior travel authorization from their supervisor (MPP or MSP level), Dean or VP. Travel request reimbursements will not be honored for unauthorized travel. [Foundation Travel Policy](#)
- Foundation's Travel Authorization and Advance form must be completed and submitted to Foundation personnel prior to travel even if the traveler is not requesting an advance. [Travel Authorization and Advance \(csudhfoundation.com\)](#)
- [Rates for Travel](#)
- See [Hospitality Policy](#) for maximum meal rates when traveling. Please note that meals are not allowed if included in payment for a conference or event.

### B. Conference Registrations

- Please see Payment Options below
- Backup documentation requires conference agenda or flyer and how the conference supports the mission of the University.
- If multiple registrations are purchased for different individuals please ensure that each individual along with their title/affiliation to the University is listed.

### C. Books

- See Payment Options below

### D. Research materials

- Research supplies can be ordered through a PO. Most used vendors are [CSUDH Bookstore](#), and [Office Depot](#).
- I.T. equipment is considered a fixed asset and is property of the Foundation and needs to be tagged. It is subject to be returned to the university in the event of separation. Please see [Fixed Asset Policy](#) to understand what constitutes an asset.

### E. Journal subscriptions

- See Payment Options below

### F. Professional Organization Memberships

- [Hospitality Authorization Form](#) Required
- Covered by Hospitality Policy
- Hospitality expenses will not be paid or reimbursed for membership in social organizations, activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.

### G. Professional training/education

- See Payment Options below

## Payment Options

[Purchase Order Form](#): Purchase Orders should be utilized as the first option for payment when applicable.

[Check Request Revised \(csudhfoundation.com\)](#): Please note that this is for direct pay, items must have an invoice. There is also an option to have Foundation purchase the item on your behalf with a quote, for that choose option FN Office Card.

Did you know that most of your supplies, books, etc., can be ordered through the CSUDH Bookstore? For information on how to setup a fiscal year blanket PO, please reach out to [jlandaverde@csudh.edu](mailto:jlandaverde@csudh.edu)