SCSU PROCESS STATEMENT

TPI Development Funds: TPI Working Groups/Task Force, Coordinating Team and Focused Teams

How funds can be spent:
Funds can be used for the cost of travel, housing, meals and registration associated with participation in professional conferences, workshops, and similar meetings and courses, professional memberships, professional books and journals, supplies, online services including electronic subscriptions, software, multimedia, and fees associated with the publishing of professional writings including preparation services as outline by the Affirmative Action Office.

All SCSU forms must be processed by TPI when using TPI Development Funds.

If TPI purchases a piece of hardware (e.g. an iPad, Netbook, etc.) for you, it will officially belong and be registered to the University. You will be able to use that hardware as long as you remain employed with the University.
TPI Development Funds and Faculty Professional Development Funds cannot be combined for objects!

Funds will be allocated using the following schedule;

Semester Earned	Date Allocated	Spending Deadline
Fall	Jan 1	Dec 31
Spring	June 1	May 31
Summer	September 1	June 1

All spending must be completed within one year of the disbursement date, or the funds will be forfeited.

Payment of TPI-Development Funds:
Each Working Group/Task Force, Focused Team, and Coordinating Team member may earn $12.50 per hour spent in meetings, up to $500 per semester, prorated based on attendance and work completion. TPI Development Funds balances will be tracked by the TPI Office.

➢ **University Reimbursement Process for travel and attendance at professional activities**. To be reimbursed for expenditures relating to travel and attendance at professional activities from TPI Development Funds University faculty and staff members must do the following:
- **Contact the TPI Office Manager to confirm the amount of TPI Development Funds available**
- If prior authorization for travel is required (out of state or country) submit the travel authorization form to the TPI office for authorization signatures (SOE Dean and TPI Director) as well as signatures required by your own Dean/chair. This form can be found at the following website: http://www.stcloudstate.edu/businessservices/forms/
- After travel, complete the SEMA 4 Employee Expense Form. An electronic template can be found on the Business Services Website http://www.stcloudstate.edu/businessservices/forms/ under travel. Scroll to the bottom of the page
- Submit the SEMA4 form to TPI offices (EB A232) with original itemized receipts and the Authorization for Travel Form if necessary.
- If you are having another department pay for part of your travel, please contact the TPI Office Manager and she can work with you or your department office manager to complete the paperwork.

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➢ **Direct Purchases (for all "objects"): All purchase of objects with TPI-Development funds, from member accounts, must be purchased directly by TPI. We cannot reimburse a member for items already purchased.**
   - Submit hard copies or an email with detailed ordering information, quotes, total cost, etc. to the TPI Office. Please clearly identify that the expenditure is from the <u>TPI-Development fund</u> and <u>which member's account.</u>

      All computer and technology purchases will be made through SCSU computer store.
   - **TPI Development Funds cannot be used to purchase partial items.** If you do not have enough funds in your Development Fund account to purchase an item, we cannot order it.

Timeline:
   All requests for purchases or reimbursements are due in the TPI Office by Friday at noon. Orders will be placed by Friday of the following week.

* Note: All technology purchases must be registered with the University.