



Academic Affairs

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007-1097
tel. 212-220-8320
fax 212-220-8319

MEMORANDUM

To: Instructional Staff

From: Erwin Wong, Provost and Senior Vice President *EW*

Subject: Travel Policy

Date: November 2021

Faculty and staff are encouraged to attend professional meetings, scholarly seminars, and conferences in their discipline as part of on-going professional development.

Through standard PSC-CUNY funds, presenters and/or attendees will be reimbursed up to a maximum of \$750 for travel in academic year 2021-2022. Only one trip per individual will be honored.

Travelers can also request additional funds to supplement the standard PSC allocation (see attached Sources of Reimbursement). Travel funds are limited. In the absence of other factors, requests will be processed in chronological order.

Reimbursement for expenditures incurred during authorized out-of-town travel must be submitted via a CUNYFirst Travel Expense Report. Supporting receipts and the conference program must be attached to the Expense Report.

Members of the instructional staff who request permission to travel must arrange with their chairperson or supervisor for adequate coverage of all classes or other assignments prior to travel. A mutual exchange of classes or other assignments with colleagues must be approved. The college will not pay for substitutes for travel purposes.

During the COVID-19 Pandemic, faculty and staff traveling to a professional conference are required to complete and submit a CUNY Notification of Intent/Petition to Travel (v. 11/5/21) to the Office of Academic Affairs. <https://www1.cuny.edu/sites/global/health-and-safety-abroad/travel-during-the-pandemic-domestic-and-international/>.

For more information including CUNYFirst access and training, as well as strategies for expediting the travel authorization and expense report approval processes, go to the Travel Authorization and Reimbursement page of the Office of Academic Affairs website at: <https://www.bmcc.cuny.edu/academics/travel/>.