

Campus Professional Development Committee

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June 16, 2008

Lin Lin
1 Holiday Dr Apt E157
Cortland, NY 13045

Dear Dr. Lin:

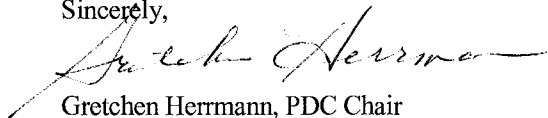
Congratulations! The Campus Professional Development Committee (PDC) is pleased to inform you that you have received an *Individual Development Award (IDA)* in support of your application titled "Holocaust Institute for Teacher Education Workshop" in the amount of \$383 for the period 6/1-7/08. This award is sponsored by the New York State/United University Professions Joint Labor-Management Committees. Please note that you cannot receive your award until you have been assigned an IDA Award Account Number. Your number will be sent to you via email once it has been established by the Business Office. THIS MAY BE MORE THAN A MONTH FROM NOW.

SUNY Cortland's 2007-2009 IDA allocation is \$33,992. The PDC reserved one-half of this allocation for each year of the period, including \$16,996 for Year One (July 1, 2007 through June 30, 2008). The PDC received 50 applications totaling \$39,043 for Year One. Of these, five applications totaling \$4,807 were from part-time employees. The PDC issued awards to these five applicants totaling \$2,981, with individual awards ranging from \$507 to \$620. The remaining 82.5% of available funds were distributed to the 45 full-time applicants, who received awards ranging from \$100 to \$383.

After you receive your IDA Award Account Number, please forward your reimbursement paperwork and appropriate receipts as soon as possible as directed in the enclosed *Instructions for Submission of Items for Reimbursement under the Individual Development Awards Program*. Any questions about reimbursement should be directed to Mr. Bruce Perine, Accounts Payable, at ext. 2409. Reimbursement is limited to activities that occur during the period July 1, 2007 through June 30, 2008. Your cooperation is essential to assure that funds are fully expended.

If you have any questions, or if for any reason you decide to decline the award, please contact me at ext. 2899 as soon as possible. Any administrative questions may be directed to Glen Clarke, ext. 2511, in the Research and Sponsored Programs Office. Again, congratulations on your good work and your efforts to continue in your professional development.

Sincerely,



Gretchen Herrmann, PDC Chair

GH/pas
Enclosure
pc: B. Perine

Instructions for Submission of Items for Reimbursement Under IDA

Travel Related Reimbursements

All travel reimbursements for items such as lodging, meals, registration fees, airfare, car rental, mileage, tolls or parking are processed by Accounts Payable and must follow guidelines set forth by OSC. Travel reimbursements must be processed on a Travel Voucher and lodging and meal per diem allowances are established based on the county to which travel occurs. A completed Travel Authorization must be on file in the Accounts Payable Office prior to reimbursement.

- Individuals who have already traveled and have previously received partial reimbursements must provide a *new* completed State Travel Voucher and submit original receipts for items which have not yet been reimbursed. Cross-reference must be made to any earlier voucher processed.
- Individuals who have *not yet* traveled should save their original receipts and attach them to a completed State Travel Voucher immediately upon their return.
- Individuals attending conferences must submit a copy of the conference agenda/program along with the other receipts supporting the Travel Voucher.

Reimbursement for Miscellaneous Items

Reimbursement for items other than travel, such as supplies or postage, are processed on a Purchase Requisition through Purchasing. Reimbursement *is not allowed for sales tax* and all requests must be accompanied by an original itemized receipt.

RETURN COMPLETED **TRAVEL FORMS** TO: Bruce Perine
Accounts Payable
Miller Building

RETURN COMPLETED **PURCHASE REQUISITIONS** TO: Purchasing Office
Miller Building

Note: Each awardee will be assigned a specific account number as soon as established through the SUNY Accounting System. Your account number will be provided to you via email from the Research and Sponsored Programs Office. Please use this account number on all Travel Vouchers and Purchase Requisitions.