

For Business Office Use Only

Voucher # _____

Vendor # _____

PROFESSIONAL BOOK REIMBURSEMENT REQUEST

Name Budget Code

Address Department

Date

Check the appropriate box below and complete the additional information. **Please see reverse for policy guidelines and conditions.**

2013-14

2014-15

DATE OF PURCHASE	NAME/DESCRIPTION OF PROFESSIONAL BOOKS, JOURNALS, SUBSCRIPTIONS, DUES, OR COMPUTER HARDWARE/SOFTWARE	COST

The above-listed professional books, journals, subscriptions, dues, or computer hardware/software are of a job-related nature, and have been received and paid for by me. The correct invoices or checks are attached to establish payment in full, and I hereby request payment.

Signature of Payee _____

Department Head Approval _____

Supervising Dean Approval _____

Auditing Signature _____

Distribution
Business Office
Supervising Dean
Originator

**DUTCHESS COMMUNITY COLLEGE
POLICY GUIDELINES FOR REIMBURSEMENT OF BOOKS, JOURNALS,
SUBSCRIPTIONS, DUES, COMPUTER HARDWARE/SOFTWARE**

The following guidelines govern the administration of the reimbursement of the cost of books, journals, subscriptions, dues, and computer hardware/software of a job-related nature:

1. The job-related professional books, journals, subscriptions, dues, and computer hardware/software become the property of the professional staff member.
2. No professional staff member shall receive more than the contractual limit in reimbursement in a single college academic/fiscal year.
3. Book/computer allowance reimbursement shall be made by the Dean of Administration or his designee under the following conditions:

PROOF OF PAYMENT

Presentation of an original receipt that includes the following information:

1. The title or ISBN number of the book, magazine or subscription, or
2. The name, serial number, and technical description of computer hardware/software (model, storage capacity, etc.); e.g., IBM PS/2 Mod. 50, 4 meg.

SUPERVISORY APPROVAL

A completed Professional Book Reimbursement Request listing the professional books/journals by title and author and/or computer hardware/software by title, plus the amount, signature by the staff member, the Department Head, and the appropriate supervising Dean is required. This provides sufficient verification that purchases are job-related.

REIMBURSEMENT

A complete set of documentation, including the signed Professional Book Reimbursement Request and original receipt, must be submitted to the Business Office no later than September 1 for purchases made through August 31. Forms may be submitted at any time during the year up to the deadline date. Pursuant to Section 5.2 of the Agreement between the Board of Trustees of Dutchess Community College and the County of Dutchess and the Dutchess United Educators (DUE) 2008-11, DUE members shall be reimbursed up to \$350 to cover the cost of conferences, professional books, journals, subscriptions, and computer hardware/computer software of a job related nature. Travel reimbursement under this provision is limited to approved conventions, conferences, seminars, and travel expenses that are part of an approved sabbatical leave proposal. Effective September 1, 2001, and every two (2) years thereafter, Educators shall be permitted to carry over any unused allowance into the next year. All accruals shall be on the same two-year cycle. No allowance may be carried over into a new cycle. Guidelines for administration of this policy will be promulgated by the Board of Trustees.

If you have any questions, please contact the Business Office at 431-8073.