



STTUF (SKILLS FOR TEACHING/TECHNICAL UPDATING FUND)

**WHAT IS IT AND HOW DO I GET
IT?**

Trisha Stromsodt & Karen Znajda
STTUF Co-coordinators



WHAT IS STTUF? SKILLS FOR TEACHING/TECHNICAL UPDATING FUND

- **The money from this fund is to be used for the improvement of instructional and educational activities through professional development of the faculty.**
- **This may be for expenses incurred while attending college courses, state or national professional conference, trade seminars or workshops, educational industry conferences, working in industry to learn new technology and books required for approved professional development activities. (Books purchased with STTUF funds become the property of the college).**

HOW MUCH AM I ELIGIBLE FOR?

- **Full time faculty that are in good standing are eligible for STTUF funds initial approval of up to \$250.**
- **Part time/Adjunct faculty that are in good standing are eligible for a prorated amount of the initial \$250 based on credit assignment at the time of the application.**

WHO SIGNS WHAT?

- Applications for funding should be made prior to the date the professional development activity is to take place.
- We request that applications be submitted electronically prior to Spring Break if possible.
- If your event cost is in excess of \$250, and you are seeking reimbursement, you will need to visit with your supervisor/Dean to obtain approval for the excess amount with funding from the College Professional Development Funds. **He/She will sign their approval on the STTUF application. We will then sign for the \$250 allocation.**
- Once all requests have been received for the fiscal year, and the STTUF funds balance is determined, we will determine excess distribution. Your supervisor/Dean will be notified of the transfer of fundings from STTUF to the College PD Funding account. Distribution of excess funds will be determined by the STTUF co-coordinators.



Steps to STTUF application

1. OBTAIN NECESSARY SIGNATURES. FILL OUT THE APPLICATION FORM. WHERE IS IT? NCTC WEB, FACULTY/STAFF, DOCUMENTS/FORMS, PROFESSIONAL DEVELOPMENT.

NAME: _____ POSITION/TITLE _____

PROGRAM: _____ Full Time/Part Time/Adjunct

What professional development activity are you applying for?
(Please include information describing the event you wish to attend.)

When is the activity taking place?

Where is the activity being held?

Professional Objectives:]

Anticipated Total Activity Cost (=) _____

Submitted by: _____ Date: _____

Amounts over \$250 must be approved by Supervisor/Dean prior to submission to STTUF coordinator.

STTUF Funds request (Maximum \$250.00) _____	Cost Center <u>163821</u>
Approved: _____ Karen Znajda or Trisha Stromsodt	DATE: _____
Request College Professional Development Funds for remainder of costs to be preapproved by supervisor or dean.	Cost Center _____
Amount: _____	Cost Center _____
Approved: _____ Signature of Supervisor or Dean	DATE: _____
STTUF excess disbursement (reviewed and approved in April)	
Amount: _____	Cost Center <u>163821</u>
Approved: _____ Karen Znajda or Trisha Stromsodt	DATE: _____

PROCEDURE FOR APPLICATION AND RECEIVING OF FUNDS

2. Submit form to the STTUF Coordinators for approval **via email**. (NOTE: Costs are not paid in advance). If amount is in excess of \$250.00 and you are requesting reimbursement, you will additionally need to have your supervisor/Dean sign.

3. The STTUF Coordinators will notify the requestor of approval or denial of request by returning the application via email.

4. Fill out a "Travel Request for either Instate or Out of state. Which ever is applicable to your activity/event.

Attach your approved STTUF application with your travel request to your appropriate Dean along with any other required information.

5. Following completion of the approved funded activity, complete necessary documents for reimbursement and submit to your appropriate supervisor/dean.

Items to submit for Reimbursement

- ✓ Completed Expense report**
- ✓ Receipts for items within the activity**
I.e.: lodging, conference cost, parking, baggage
- ✓ Agenda for conference or supporting information as to what the funding is going towards**

Once your Dean received this, he/she will forward for reimbursement.

In April, the STTUF coordinators will meet and determine if excess funding is available and amounts to be reimbursed to the College Professional Development Fund for activities in excess of \$250.

TO FIND THE EXPENSE REPORT GO TO EMPLOYEE HOME PAGE, CLICK ON

DOCUMENT/FORMS HUMAN RESOURCES EXPENSE REPORT BUSINESS EXPENSES AND EMPLOYEE EXPENSE REPORT

SEMA4 EMPLOYEE EXPENSE REPORT												Check if advance was issued for these expenses																																			
<input checked="" type="checkbox"/> IN-STATE				<input type="checkbox"/> SHORT TERM ADVANCE				<input type="checkbox"/> FINAL EXPENSE(S) FOR THIS TRIP?				<input type="checkbox"/> Check if advance was issued for these expenses																																			
<input checked="" type="checkbox"/> OUT-OF-STATE				<input type="checkbox"/> RECURRING ADVANCE								<input type="checkbox"/> FINAL EXPENSE(S) FOR THIS TRIP?																																			
Employee Name KAREN ZNAJDA		Home Address (include City and State)				Permanent Work Station (include City and State)				Agency Nursing Facility		I-9/Star: Complete Title Nursing Facility																																			
Employee ID 01034651		Rod #		Trip Start Date		Trip End Date		Reason for Travel/Advance (30 Char. Max) (example: XYZ Conference, Dallas, TX)				Expense Group ID (Agency Use)																																			
Chart #	Accounting Date		Fund		Fin DeptID		AppropID		SW Cost		Sub Acct		Agency Cost 1		Agency Cost 2		PC/BU		Project		Activity		Base Unit		Expense Group ID (Agency Use)																						
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A. Description:																								B. Description:																							
Date		Daily Description				Time		Itinerary		Trip Miles		Total Trip & Local Miles		Mileage Rate		Meals ✓		Total Meals (overweight stay)		Total Meals (no overnight stay)		Lodging		Personal Telephone		Parking		Total																			
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