

## NTID FACULTY/STAFF GENERAL PROFESSIONAL DEVELOPMENT ALLOCATIONS

Professional Development (PD) allocations will be made in a lump sum to NTID operating department budgets. Any use of PD funds will require **pre-approval** from the department budget administrator (chair/manager) and must have a documented justification for tenure, promotion and/or strong business case for employee development.

It is the budget administrator's responsibility to ensure PD expenditures are compliant with NTID's financial and PD policies.

### EXAMPLES OF APPROVED EXPENDITURES

- Seminars (in-person or virtual), workshops, conference and/or research expenses – including registration, flights, lodging, meals, mileage, meeting materials, etc.
- Professional publications
- Continuing education course(s) or certification(s)

*PD funds must be spent on participation in activities that enhance one's primary job duties.*

### EXAMPLES OF INELIGIBLE EXPENDITURES

- Tuition or fees for credit-bearing courses
- Textbooks/materials not covered through RIT's Tuition Assistance Program
- Release time, salary supplement or student salaries
- International travel
- General supplies, equipment, gifts/prizes, or furniture
- Personal book or journal subscriptions
- Hardware or computer software

*PD funds cannot be used to supplement a department's operating expenses.*

## PROCESS

PD expenses should be pre-approved and charged to the appropriate expense object codes when incurred, (ex. conference airfare via TER, object code 78300). A PCM must then be submitted to the NTID Finance and Budget office, requesting budget be moved from the PD allocation line (79020) to the budget line the approved expense was charged to.

## DEADLINES

Fiscal year allocations are available for use from October 1st through September 30th. PD funds may not be "rolled over" from one fiscal year to the next.

## ADDITIONAL RESOURCES

<https://www.rit.edu/ntid/pd/resources>