

# NDCCC

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North Dakota Community College Consortium

## Faculty Professional Development Award Reimbursement Process

To receive your award:

- If the funds you requested are for **expense reimbursement** (meals, lodging, travel, registration fees, et cetera), submit a travel expense voucher to your campus Professional Development Office and/or Business Office to receive your reimbursement.
- If the funds you requested are for an **honorarium** (financial compensation for time spent on a special project), submit the number of hours for which you are requesting compensation to Carol Meehan. A check will be issued directly to you. The compensation is taxable. A 1099 form will be mailed to you at the end of the calendar year.
- If the funds you requested are a **combination of both expense reimbursement and an honorarium**, please follow the instructions given above for both expense reimbursement and honorarium.
- **All** award recipients (2009-2010) will **submit a professional development activity report** no later than January 31, 2011. Reports should be submitted electronically to Carol Meehan. Reports will be published on the NDCCC website: [www.ndccc.org](http://www.ndccc.org).

The NDCCC is comprised of representatives from each of the two-year institutions. Two faculty and one administrator from each campus serve on the committee. The consortium sponsors the ND Great Teachers Seminar, campus seminars, and faculty professional development awards. Funding for these activities is provided by funds from each two-year campus and the College Technical Education Council (CTEC).

If you have any questions or concerns regarding your award, please contact:

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