

How to get reimbursed for Membership dues

NOTE: NYSMATYC and AMATYC Membership dues will be handled in one group application to avoid all the extra paperwork (NYSMATYC in the fall, AMATYC in the spring). The chair of the Professional Development Committee or Department Chair will send out a request for all those interested in the fall and then process one group application for each.

- Fill out the “Non-travel Projects” section of a “Professional Development” form, found in the mathematics department filing cabinet under “Professional Development”. Make three additional copies of the completed form.
- Make four copies of the organization application form before mailing it in.
- Mail in any dues of membership.
- Once you have a receipt (membership letter, card, cashed check, ...) from the organization indicating dues were paid by you make four copies of that receipt (assuming you want to keep the original).
- Collate and staple these copies into four packets and submit these to the chair of the *Professional Development Committee*. (Each packet should include the “Professional Development” form, receipt, and copy of membership application.)
- Once this application for reimbursement is approved by the committee, the chair will submit the application to the department secretary who will process the application and return a receipt to you which you can then take to the bursar’s office for reimbursement.

These informative guidelines were written by Eraj Basnayake and edited by Paul Seeburger. Thank you Eraj for the initiative you took to compile these!

If you have any questions about these procedures, feel free to ask any of the members of the Professional Development Committee, Amanda Malone, Emily Putnam, or Eraj Basnayake.