**To:** All Faculty
**From:** Amir Ziv
**Subject:** EMBA Teaching Travel Stipends

**Sent:** Wednesday, October 17, 2012 11:01 AM

Dear Colleagues:

This memo is a revision and update of the original EMBA Travel Stipends for Partnership Programs published in 2009, reflecting changes in our EMBA offerings.

Starting in the Spring 2013 semester, compensation and reimbursement, per trip, for travel done for EMBA teaching will be as follows:

|  |  |  |
| --- | --- | --- |
| **Destination** | **EMBA Program** | **Allowance** |
| Bay Area (California) | Americas | $3,000 |
| Hong Kong (HK) | Global Asia | $10,000 |
| London (UK) | Global (A&E or Asia) | $5,000 |
| San Paulo (Brazil) | Americas | $7,000 |
| Shanghai (China) | Global Asia | $10,000 |
| Toronto (Canada) | Americas | $1,000 |

* Business class travel is allowed and does not require prior approval.
* Faculty will need to file an expense report that meets all the requirements set by the university in order to be reimbursed for expenses.
* If a faculty member does not spend all of his/her allocated amount he/she has a choice of either keeping the remaining sum in a CoStar account (full-time faculty only), or receiving 74.8% of that sum as compensation (to reflect 33.7% of fringe benefits).
* Adjunct faculty whose primary residence is not in New York will receive a travel expense allocation that reflects the distance of travel.  My office will provide an allocation for each specific case.

Please let me know if you have any questions.

Best regards,

Amir

