**PIC Math 2018-19 Faculty Stipend and Travel Reimbursement**

**Forms:**

[MAA Stipend request form](https://maa.org/sites/default/files/Programs/MAA%20PIC%20Math%20Stipend%20Request%20Form.docx)

[Federal W-9 form](https://maa.org/sites/default/files/Programs/Federal%20W-9%20Form.pdf)

[MAA Reimbursement request form](https://maa.org/sites/default/files/Programs/MAA%20PIC%20Math%20Reimbursement%20Form.docx)

**Stipend Request form and W-9 form:**

When you have completed your PIC Math Course and submitted the students’ video presentation and written report detailing their solution to the problem (with 3 approved PIC Math undergraduate students completing the course), please use [**this stipend request form**](https://maa.org/sites/default/files/Programs/MAA%20PIC%20Math%20Stipend%20Request%20Form.docx) to request your $4000 stipend from the MAA.  Please email this form to [payments@maa.org](mailto:payments@maa.org) along with a complete W-9.  You can download a[**blank W-9 form here**](https://maa.org/sites/default/files/Programs/Federal%20W-9%20Form.pdf)**.**Note that this stipend is only available to new PIC Math Faculty, not to returning faculty.

You will receive instructions from the MAA about how to get set up in bill.com, which will facilitate electronic payment.  If you need to be paid by postal mail, please include on the stipend request form the address where you want the payment sent.

**MathFest MAA Travel Reimbursement:**

You may submit a request for up to $1,000 payable to the faculty mentor or to the PIC Math site host institution for students’ travel to the summer 2019 recognition conference at the MAA MathFest in Cincinnati.  The faculty mentor is responsible for making travel arrangements for his/her students and for registering them for 2019 MAA MathFest. After the conclusion of the recognition conference, the faculty mentor or the university/department can seek reimbursement from the MAA.  These funds must be used to cover travel costs to the national conference for **at least one student per team**.  If funds allow, the faculty mentor may use the surplus to cover travel expenses for other students from the team or for their own travel to the recognition conference.

To receive reimbursement, you will need to submit an MAA travel form with all receipts and follow the MAA Travel Policy, which is included with **this form.**

**Additional Travel Reimbursement from BYU:**

In the 2018-2019 PIC Math year, BYU was awarded an NSA grant to reimburse each PIC Math group an additional $1000 in student travel if the group has at least two PIC Math students attend MathFest. BYU will handle the reimbursement of this additional $1000 separately from the reimbursement that the MAA is handling.

Please check back here for more details about the reimbursement from BYU.