

A&H REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

Application Guidelines:

- Professional development includes (but is not limited to) conferences, classes, workshops, memberships, subscriptions or books.
- Funds are available on a first-come, first-served basis to all A&H faculty, including *adjuncts who have been employed by the college for at least two consecutive quarters*.
- At the beginning of Spring quarter, all remaining PD funds will be pooled and program chairs will be notified of available funds for department/program use.
- Items purchased with PD funds belong to the college. When an employee leaves the college, those items must remain.
- If possible, please submit requests of \$750 or more *60 days in advance* of travel to a conference, class or workshop. That will ensure enough time for the approval process.

Criteria for Approval:

Requests for funding that exceed \$750 will be reviewed by A&H program chairs, who consider the following criteria:

- Purpose of travel (conference or workshop presenter, organizer, or participant)
- Statement of Rationale (see page 3)
- Direct applicability to the individual's teaching assignment
- Total amount of funds used by the applicant during the current and previous fiscal years (see page 2)
- Length/impact of absence on teaching and other campus responsibilities.

Reimbursement Guidelines:

- All PD fund expenditures must be pre-approved. The Division Operations Director cannot reimburse expenditures that have not been approved in advance.
- **Do not use your personal credit card to book airfare**; it will not be reimbursed. Airline tickets must be booked through a state-approved travel agency. Contact the A&H Division Operations Director for more information.
- There are [state per diem guidelines](#) for how much the college can reimburse you for lodging and meals based on the location to which you are traveling. If you exceed those state guidelines, you must pay the difference.
- Prior to traveling, you must sign a Travel Requisition form, an estimate of your anticipated expenses, prepared by the Division Operations Director. The Division will not reimburse major expenses (i.e., rental car) that are not included in your estimate.
- If you have to cancel pre-approved travel, please inform your chair and the Division Operations Director as soon as possible. Otherwise, you may be responsible for cancellation costs.

I have read and understand the guidelines and criteria above:

Signature _____

Date _____

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

Name: _____

Full-time Part-time

Dept: _____

Today's date: _____

Total PD funding received in 2017-18: _____ 2016-17 _____ 2015-16 _____

Travel

- Name of conference or workshop: _____
- Location: _____
- Dates: _____

Known Costs

- Tuition or Registration fee: _____

Estimated Costs (following state per diem guidelines):

- Airfare (including baggage fees): _____
- Transportation (rental car, mileage estimate, parking, shuttles): _____
- Hotel: _____
- Meals: _____

Length/Impact of Absence

- Will you miss scheduled class meetings? _____ If so, how many? _____
- How will you cover the time missed (find a substitute, Canvas, etc.)? _____

Non-Travel (Please attach information necessary to order items below, including login and password for online orders)

<input type="checkbox"/> Subscription	Title of periodical _____	Cost \$ _____
<input type="checkbox"/> Memberships	Organization _____	Cost \$ _____
<input type="checkbox"/> Book	Vendor _____	Cost \$ _____
<input type="checkbox"/> DVD	Vendor _____	Cost \$ _____
<input type="checkbox"/> Other	Description _____	Cost \$ _____

TOTAL FUNDS REQUESTED (Travel or Non-Travel): _____

Have you sought (or received) outside funding? If so, how much? _____

Approvals:

Department Chair (initial & date) _____

Dean (initial & date) _____

Rationale Statement (required for all PD requests): Please include below or attach a typed rationale statement that addresses the criteria for approval on page 1 of this document.