

Staff Development Directions/Procedures for Professional Activity/Travel Request & Reimbursement

- 1) Identify a conference or other professional activity you would like to attend or bring to campus. The committee particularly encourages attendance at "broad spectrum" conferences (see the Staff Development Recommended Conference List), but will also consider applications for attendance at discipline-specific conferences.
- 2) **Complete the "Professional Activity/Travel Request" and Dissemination Plan.** Forms and guidelines for completing each of these can be found on the Staff Development website <http://staffdev.fullcoll.edu/> and follow the approval process below. *Allow enough lead time to complete the approval process before the scheduled conference date (a at least a month in advance is recommended).*
- 3) **Priority submission dates:** November 7th, 2016 for fall and April 6th for spring/summer.
- 4) **Staff Development Approvals:**

Funding applications require review and a signature (electronically) by your Immediate Management Supervisor/Area Dean who will then send the application and dissemination plan electronically to Jeanette Sorensen jsorensen@fullcoll.edu.

NOTE: Please be sure that you submit your request for approval in a timely fashion. The Staff Development Committee (SDC) will NOT approve retroactive requests (those that come to them after the conference date has passed).

 - The Staff Development Committee meets on the 2nd and 4th Thursdays of each month (see schedule and priority submission deadlines on page two*). Funding applications are reviewed in the two weeks prior to each meeting and then voted upon during the meetings.
 - Once the application has been voted upon by the Staff Development Committee, applicants will be notified of the result by the Monday following the meeting during which the application was considered. If the application has been approved by the committee, it will proceed to the appropriate Vice President for final approval. If the application has been provisionally approved or denied, it is possible for applicants to revise and resubmit upon consultation with the Staff Development Coordinator.
- 5) **Activity/travel expenses:** Staff are expected to pay registration and related expenses in advance and are reimbursed by the district (see #6 below). Employees are not reimbursed for more than requested on the Professional Activity/Travel Request form. It is best to estimate high. Full-time maximum is \$2,000 per year and adjunct maximum is \$1000 per year.
- 6) Upon completion of the activity/travel, electronic versions of the necessary travel reimbursement forms and instructions will be sent by Staff Development personnel along with the assigned PO#. These forms are also available on the Staff Development website: <http://staffdev.fullcoll.edu/>.
- 6) **Upon completion of activity/travel:** Employee should submit hard copies of the travel expense report and supporting documentation (noted below) to Jeanette Sorensen (jsorensen@fullcoll.edu). Reimbursement requests must be submitted within 30 days of the completion of travel.

IMPORTANT: Errors or omissions generally cause delays in getting reimbursed so please refer to the steps below and contact Jeanette Sorensen at x25005 for assistance.

SUPPORTING DOCUMENTATION NEEDED TO ACCOMPANY TRAVEL EXPENSE REPORT FORM: PLEASE SAVE ALL RECEIPTS

- a. Record the itemized expenses on the Travel Expense Report.
- b. The "Total Due Employee" amount should not exceed the maximum amount that was on the *original* Professional Activity/Travel Request. Employees will NOT be reimbursed for more than that amount.
- c. Attach the conference flyer and original registration receipt indicating that payment has been received.
- d. If claiming transportation or lodging, an itemized original receipt indicating that payment has been received must be attached. All receipts (except for meals) must be attached to the Travel Expense Report form. Please sign (and initial if applicable) the Travel Expense Report form. Send forms, receipts, agenda, etc. to Jeanette Sorensen, FC Staff Development.
- e. Note that there are maximum amounts for meals indicated on per diem rate sheet that is included in the reimbursement email sent to you by Staff Development personnel.

Condition for SD funding: Attendee agrees to share information according to submitted DISSEMINATION PLAN within six months to one year following the funded conference or seminar. Attendee(s) should consult with the Staff Development Coordinator (Jeanne Costello, jcostello@fullcoll.edu) upon returning from the conference/activity to finalize the details of the dissemination plan and the appropriate audience for the dissemination activity.

***Staff Development Committee Meeting Schedule and Semester Submission Deadlines**

Fall Semester

September 8 and 22

October 13 and 27

November 10

December 8

Fall Priority Submission Deadline: November 7, 2016 - Funding requests for conferences that will occur any time before February 11, 2017 should be submitted by the fall deadline for priority consideration.

Spring Semester

February 9 and 23

March 9 and 23

April 27

May 11 and 25

Spring Priority Submission Deadline: April 6, 2017 - Funding requests for conferences that will occur any time before May 25, 2017 should be submitted by the spring deadline for priority consideration.