**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. Remember that AB 1887 prohibits state-funded travel to the following states: AL, KA, KY, MS, NC, SD, TN, and TX.
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/> Follow the approval process below, allowing enough lead time to complete the approval process before the scheduled conference date. Please note that group submissions for single Professional Activity/Travel Requests are not accepted.

# Staff Development Approvals:

* + Staff Development funding applications require review and approval by your Immediate Management Supervisor/Area Dean who will then send the application to the Staff Development Committee (SDC).
  + Funding applications for international travel require board approval before they may be considered by the SDC.

NOTE: Please be sure that you submit your request for IMS approval in a timely fashion—one month in advance for domestic travel and **three months in advance for international travel.**

The 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 deadlines on page two below\*). 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 SDC, 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 SD Committee has questions about the application that delay approval, it may be necessary for applicants to revise and resubmit upon consultation with the Staff Development Coordinator.

IMPORTANT: Travel Request Forms with Dissemination Plans must be sent electronically as an email attachment and according to the deadlines outlined below\*.

1. Once activity/travel is approved by the appropriate VP, Staff Development personnel will generate the RQ in Banner. Staff Development personnel will also send confirmation of the assigned PO# and, upon completion of the activity/travel, electronic versions of the necessary travel reimbursement forms and instructions. These forms are also available on the Staff Development website: [http://staffdev.fullcoll.edu/.](http://staffdev.fullcoll.edu/)
2. **Activity/travel expenses:** Staff are expected to pay registration and related expenses in advance and are reimbursed by the district (see #6 below). Some exceptions may be possible.
3. **Upon completion of activity/travel:** Employee should submit hard copies of the travel expense report and supporting documentation (noted below) to Aaron Mezzano (AMezzano@fullcoll.edu) for activity/travel funded by Staff Development or to their division (department) office staff for all other activity/travel. Reimbursement requests funded by Staff Development must be submitted within 30 days of the completion of travel or by June 10th, whichever comes first. IMPORTANT: Errors or omissions generally cause delays in getting reimbursed so please refer to the steps below and contact Aaron Mezzano at x25005 for assistance.
4. Record the itemized expenses on the Travel Expense Report.
5. 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 the originally requested amount.
6. Attach the conference flyer and original registration receipt indicating that payment has been received.
7. If claiming transportation or lodging, an itemized original receipt indicating that payment has been received must be attached.
8. Note that there are maximum amounts for meals posted on the District’s webpage as well as a list of high/low per diem cities: [http://www.nocccd.edu/Departments/FandF/Accounting.htm.](http://www.nocccd.edu/Departments/FandF/Accounting.htm)

**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 and submit a Dissemination Activity Follow-up Form.

# \*Staff Development Committee Meeting Schedule

# and Priority Funding Deadlines for 2018-19

**Fall Semester Meetings:**

September 13th and 27th

October 11th and 25th

November 8th

December 13th

**Priority Application Deadlines:**

**May 21, 2018** for conferences taking place from late June through September

**October 1, 2018** for conferences taking place from October through June, 2019

**December 10, 2018 (if there is still travel funding available)** for conferences taking place from late December through June, 2019

**Spring Semester Meetings:**

February 14th and 28th

March 14th and 28th

April 11th and 23rd

May 9th and 23rd

# Priority Application Deadline:

# May 20, 2019 for conferences taking place from late June through September

The committee will give priority consideration to applications that are submitted by applicants who have not been funded during the previous academic year if they submit by the following priority deadlines:

1. May 21st: for conferences taking place from late June to September, 2018
2. October 1st: for conferences taking place from October, 2018 to June, 2019

Funds remaining after priority applications have been considered will be awarded on a first come, first served basis, as they have been in the past.

Travel funded through special grant allocations (Perkins or Equity, for example) will be considered separately.