



# Procedures for Professional Activity Requests (PAR)

*Conditions for Staff Development Funding: Attendee agrees to share information according to submitted DISSEMINATION PLAN within six months to one year following the funded conference or professional activity and submit a Dissemination Activity Follow-up Form*

## PART 1: Preliminary Steps

- Identify a conference or professional activity (i.e. conventions, workshops, trainings, speaker series, etc) you would like to attend. If you have any questions regarding your activity and whether or not it qualifies please reach out to Professional Learning Coordinator, Cynthia Guardado via email: [cguardado@fullcoll.edu](mailto:cguardado@fullcoll.edu)
- Submit your requests at least 4-6 weeks before your travel dates to allow ample time. If your request is for international travel, submit your request 8-10 weeks in advance to allow ample time for board approval. The Professional Learning Committee **does NOT** approve retroactive requests (those that are submitted after the conference date has passed).

## PART 2: Complete PAR and Dissemination Plan

Forms and guidelines for completing each of these can be found on the Staff Development website <http://staffdev.fullcoll.edu/> The approval process below explains the timeframe for approval completion, you should allow ample time for the approval process before your scheduled conference date.

**If you would like step-by-step instructions to filling out a PAR. Please jump to the bottom of this document. Please note that group submissions for single Professional Activity Requests are not accepted.**

## PART 3: Overview of the PAR Approval Process

1. Staff Development funding applications require review and approval by your Immediate Management Supervisor/Area Dean.
  - a. 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.**
  - b. The PLC will NOT approve retroactive requests (those that are submitted after the conference date has passed).
2. Once you receive your Immediate Management Supervisor/Area Dean's approval, please submit your Professional Activity Request and Dissemination Plan using the following Microsoft Form: <https://forms.office.com/r/imFSDxCf0j>
3. The Professional Learning Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month **only** during the regular semester.
  - a. The deadline to submit a PAR for approval is the last 4<sup>th</sup> Thursday in the regular semester. Please submit your PAR at the latest on the Monday before the last meeting for any given semester. The **PLC does NOT approve retroactive requests** (those submitted after you've already attended the conference). Therefore, it is important to submit PARs in advance if your conference dates land between semesters or before the first PLC meeting of the semester. You may need to submit your PAR for approval during the previous semester depending on your



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conference dates. If you have any questions, please contact

[cescobedo@fullcoll.edu](mailto:cescobedo@fullcoll.edu)

- b. Funding applications are reviewed over a two-week period and then voted upon during the meetings.
4. Once the application has been voted upon by the PLC, applicants will be notified of the result the following week.
  - a. If the application has been approved by the committee, it will proceed to the appropriate Vice President for final approval.
  - b. If the PLC has questions about the application that delay approval, it may be necessary for applicants to revise and resubmit upon consultation with the Professional Learning Coordinator.

### PART 3: Post-Approval PAR Process for Travel & Reimbursement

1. **A week before your travel**, you will receive an email from Clarissa Escobedo [cescobedo@fullcoll.edu](mailto:cescobedo@fullcoll.edu) detailing all receipts and documents needed when you return to create your Travel Expense Report. This report will detail everything from your travel, which you have a receipt for, that is eligible for reimbursement through Staff Development.
2. **Once conference/activity 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 to create your Travel Expense Report which breaks down all of your reimbursements.
3. **All Professional Activity expenses** should be covered by the staff member. It is expected that they pay registration and related expenses in advance and then will be reimbursed by the district in a single check.
4. **Upon completion of conference/travel** the employee should submit copies of receipts and supporting documentation (noted below) to Clarissa Escobedo [Cescobedo@fullcoll.edu](mailto:Cescobedo@fullcoll.edu) for conference/travel funded by Staff Development or to their division (department) office staff for all other conference/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. **Errors or omissions generally cause delays** in getting reimbursed so please refer to the *PAR Reimbursement Reminders* below and contact Clarissa Escobedo at x25005 for assistance.

### Additional Information

#### *Instructions on How to Fill Out a Professional Activity Request (PAR)*

1. Please review the document to ensure you have all information available and ready when to complete the PAR
2. Complete the form with as much detail as possible about your conference.
  - a. Give an accurate estimate of expenses. It is recommended to overestimate on the total amount since the amount listed on your PAR is the **only** amount you will be approved for. You will only be reimbursed by the amount indicated on your PAR. PARs will be used to create your Requisition for your funding.
  - b. Refer to our website's Reimbursement Rates for accurate rates on Meals Per Diem and Mileage: <https://staffdev.fullcoll.edu/per-diem/>



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3. Send the PAR to your Immediate Management Supervisor (IMS) for approval and signature. You **MUST** receive your IMS approval and signature before submitting your PAR.
4. Once you have your IMS signature, please submit your PAR and Dissemination Plan via the Microsoft Form: <https://forms.office.com/r/imFSDxCf0j>. Your application will be added to the PLC meeting agenda to be reviewed and voted on by the committee.
  - a. Your Dissemination Plan is part of your PAR. Both must be submitted to have a completed application. The Dissemination Plan should be submitted with your PAR on a separate document. Please review the Dissemination Plan Guidelines which can be found at: <https://staffdev.fullcoll.edu/travel/>

### *PAR Reimbursement Reminders*

1. The “Total Due Employee” amount should not exceed the maximum amount that was on the original Professional conference/travel Request. Employees will NOT be reimbursed for more than the originally requested amount.
2. You will be reimbursed for the total on your receipts. For example, if your PAR estimated \$1800 but you only spent \$1600, you will only be reimbursed for \$1600. It is important to include receipts for all relevant expenses.
3. Receipts for food are not needed, you will be reimbursed based on the per diem meal rates. Please refer to our website for rates: <https://staffdev.fullcoll.edu/per-diem/>
4. Attach the conference/professional activity agenda and original registration receipt indicating that payment has been received.
5. Attach proof that meals were not provided at the conference/professional activity.
6. If claiming lodging, an itemized original receipt indicating that payment has been received with your name on it, and number of occupants, must be attached.
  - a. Air BNBs are allowed by the district, but not preferred.
7. If claiming transportation, an original receipt indicating that payment has been received with your name on it, pick-up and drop-off location, and date must be attached for each individual ride.