



Professional Learning Office, Fullerton College

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MEMO: PROFESSIONAL ACTIVITY FUNDING POLICY UPDATES 2026

Due to the increasing costs of travel and projected budget cuts for the Professional Learning Office (PLO), the Professional Learning Committee has updated policies regarding travel funding.

New Travel Funding Policies Update (APRIL 2026)

Due to the increasing costs of travel and projected budget cuts for the Professional Learning Office (PLO), the Professional Learning Committee has updated policies regarding travel funding.

- Travel Funding Policies Update (May 2026)
- Max reimbursement is \$2500 for travel funding.
- Employees are only eligible for travel funding via PLO every other year. This does not apply to Perkins funding for CTE faculty.
- All employees approved for travel will need to disseminate approximately four months' post travel date. If employees have not disseminated post travel, they will only be eligible for travel funding upon completion of dissemination. Please see the complete Dissemination Guidelines here. Please note if you traveled in 24/25, please ensure that you complete your dissemination before applying for funding in 2026/2027
- If eligible, employees may submit a travel request once in an academic year for up to \$2500 reimbursement. Therefore, please choose the conference that best suits your needs for any relevant academic year.
- A financial need prepayment form will be included with travel funding requests. Prepayment availability is limited, and each will be handled on a case-by-case basis by the committee.

What is eligible for travel funding?

- PLO funds travel expenses to conferences or other professional activities equivalent to a conference (i.e. conventions, workshops, trainings, speaker series, etc.).
- PLO defines a **Professional Activity** as a structured professional learning event facilitated by experts.
- PLO does not fund certificate programs, course units, or other self-paced activities.

PLO and District Policies

PLO internal policies are made and approved by the Professional Learning Committee at Fullerton College. Additionally, PLO must adhere to District AP 7400 (as of April 2026 this AP is begin revised) the current AP 7400 can be found here: <https://www.nocccd.edu/documents/ap-7400-travel-and-conference-attendance.pdf>



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PROCEDURES FOR PROFESSIONAL ACTIVITY REQUESTS (PAR)

PAR 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 it qualifies please reach out to Professional Learning Coordinator, Cynthia Guardado via email: 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).

STEP 1: Complete PAR and Dissemination Plan

Forms and guidelines for completing each of these can be found on the Professional Learning Office 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.*

STEP 2: Overview of the PAR Approval Process

1. Professional Learning Office (PLO) 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 Microsoft Form linked on <http://staffdev.fullcoll.edu/>
3. The Professional Learning Committee meets on the 2nd and 4th Thursdays of each month **only** during the regular semester.
 - a. The deadline to submit a PAR for approval is on Friday before the last 2nd Thursday in the regular semester.
 - b. 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.
 - c. You may need to submit your PAR for approval during the previous semester depending on your conference dates. If you have any questions, please contact staffdev@fullcoll.edu



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- d. 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.

STEP 3: Post-Approval PAR Process for Travel & Reimbursement

Ensure to book all your travel arrangements with a card under your name, gift cards will not be reimbursed.

1. **A week before your travel**, you will receive an email from staffdev@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 Professional Learning Office.
2. **Once conference/activity is approved** by the appropriate VP, Professional Learning Office personnel will generate the RQ in Banner. Professional Learning Office 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. We are able to make accommodations for those in financial need, please inquire with the Professional Learning Office. Please make sure all of your reimbursable expenses are paid for by a card under your name, and includes an itinerary. Please note the district will not reimburse travel (flights, trains, etc.) paid for by gift cards or points. This is a district policy, not a policy of Fullerton College's Professional Learning Office.
4. **Upon completion of conference/travel** the employee should submit copies of receipts and supporting documentation (noted below) to staffdev@fullcoll.edu for conference/travel funded by Professional Learning Office or to their division (department) office staff for all other conference/travel. Reimbursement requests funded by Professional Learning Office must submit **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 the Professional Learning Office for assistance.

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



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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** 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 the District's website's Reimbursement Rates for accurate rates on Meals Per Diem and Mileage: <https://www.nocccd.edu/plans-policies-procedures/reimbursement-rates>
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 linked on: <https://staffdev.fullcoll.edu/travelfunding/>
5. If complete, 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 complete the application. The Dissemination Plan should be submitted with your PAR on a separate document. Please review the Dissemination Plan Guidelines below.

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://www.nocccd.edu/plans-policies-procedures/reimbursement-rates>
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.



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COMPLETE DISSEMINATION PLAN GUIDELINES

Disseminations are required with Professional Activity Requests (PARs) to Staff Development and the actions presented in your dissemination plan should be completed by the semester following your conference attendance.

PART 1 of 3: DISSEMINATION ACTIVITY IDEAS

One of our core principles is that professional learning should be shared. Therefore, the Professional Learning Committee requires that a Dissemination Plan be included with all requests for funding. Dissemination Plans should show alignment to the work of the department and college.

Consider the following options as you create your dissemination plan. If you have ideas different from those on this list, please consult with the Professional Learning Coordinator, Cynthia Guardado (cguardado@fullcoll.edu) before submitting your dissemination plan.

Please Note: The Professional Learning Committee (PLC) will provide feedback, when needed, to applicants whose dissemination plans do not meet requirements.

HERE ARE A FEW IDEAS:

1. **FACILITATED CONVERSATION:** Request to be on a department/division agenda and/or campus/district wide committee and facilitate a conversation to discuss an issue relevant to college work. Create a slide-presentation of the content necessary. Your learning will inform and guide the conversation and could potentially lead to a proposal for further professional learning on campus.
2. **FLEX ACTIVITY:** Propose a 1 ½ or 3-hour department-specific activity for colleagues or suggest a breakout session that might have wider appeal and could be included in the general program.
3. **ADJUNCT TRAINING:** Contribute to adjunct support and training in some way.
 - a. Department-specific adjunct training session
 - b. Preparation of materials to share with adjunct faculty in your department.

PART 2 of 3: WRITING YOUR DISSEMINATION PLAN (PRE-TRAVEL)

The committee has adopted the following Dissemination Plan guidelines for conference travel/workshop funding via the Professional Learning Office (PLO). Please keep in mind that when more than one person is attending the same conference, they are encouraged to collaborate and submit a joint plan to submit with their individual PARs.

Please address the following in your Dissemination Plan:

1. Discuss how this learning might be connected to the following:
 - a. [College Strategic Plan](#)
 - b. [College Student Equity and Achievement Plan \(Login Required\)](#)



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2. Describe what you seek to learn by attending the conference.
 - a. If the conference program is available, please include suggestions for sessions you might attend. If it is not yet available, reference the previous year's schedule to discuss the *type* of sessions offered at this conference.
3. Describe how you plan to formally share your learning with colleagues?
 - a. **Formally** includes the following:
 - i. an agendaized presentation at your department/division meeting,
 - ii. a Flex-Day session for the department/campus
 - iii. Adjunct professional learning

PART 3 of 3: DISSEMINATION FOLLOW-UP

Following completion of your travel, you **must** complete your dissemination plan by the end of the following **semester**.

Dissemination plans are mandatory with PLO travel funding. If you do not submit the following materials, you will not be eligible for travel for two academic years.

1. Submit your Dissemination Plan Completion Form please go to <https://staffdev.fullcoll.edu/travelfunding/>
2. Provide PLO with slides and materials developed for your dissemination
3. Provide PLO with a copy of the agenda/program that included your presentation.

As a recipient of funding from the Professional Learning Office (PLO), you are required to disseminate the knowledge gained from your conference/workshop experience with colleagues. Your dissemination will be used as part of the evaluation for future funding requests. When completed, submit your Dissemination Plan Completion Form via <https://staffdev.fullcoll.edu/travelfunding/>