



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.

- Travel Funding Policies Update (May 2026)
- The revision of [AP 7400](#) was complete in May 2026, for any exceptions or accommodations a “Business Necessity Form” will need to be completed and submitted with your initial application.
- Employees are only eligible to request travel funding via PLO every other year for a reimbursement of up to \$2500. Therefore, please choose the conference that best suits your needs for any relevant academic year. (This does not apply to Perkins funding for CTE faculty).
- All employees approved for travel will need to disseminate no later than five 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 below (page 5). Please ensure that you complete your dissemination before applying for funding when eligible (re: funding is only available every other year).
- A financial need prepayment form will be included with travel funding requests.
- If requesting international travel, then you must complete a form explaining the “benefit to the district” upon return. International travel is not allowed with Perkins funding.
- PLC will NOT approve retroactive requests (those that are submitted after the conference date has passed).

What is eligible for travel funding?

- Travel expenses to conferences or other professional activities equivalent to a conference (i.e., conventions, workshops, trainings, speaker series, etc.).
- **Professional Activity** is a structured professional learning event facilitated by experts with a program.
- PLO does not fund certificate programs, course units, or other self-paced activities (i.e., visiting museums or historical sights on your own).

PLO and District Policies

PLO internal policies are made and approved by the Professional Learning Committee at Fullerton College. Additionally, the PLO must adhere to [AP 7400](#).



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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 the Professional Learning Coordinator via email: staffdev@fullcoll.edu
- Once the PLO is accepting travel requests for the academic year, then submit your requests **as soon as possible** to ensure funding is still available. If conference information is not yet available, it is acceptable to estimate costs and agenda/program based on the previous year's conference program.

International Travel

- If your request is for international travel, submit your requests **as soon as possible** to ensure funding is still available; **at the latest you should submit your request** 8-10 weeks in advance to allow ample time for board approval. Division admins are responsible for submitting your travel request as an agenda item to the Board of Trustees.
- 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 detailed section below](#). Please note each traveler must submit their own Professional Activity Request even if they are traveling as a group.*

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 Professional Learning Committee (PLC) will NOT approve retroactive requests (those that are submitted after the conference date has passed).
 - c. If you will be requesting an exception or accommodation, please complete a "[Business Necessity Form](#)." This form requires IMS approval.
2. Once you receive your Immediate Management Supervisor/Area Dean's approval, please submit your Professional Activity/Travel Request (PAR) 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.



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- a. The deadline to submit a PAR for approval each semester is the Friday before the last committee meeting in December or May.
 - b. If your conference dates land between semesters or before the first PLC meeting of the semester, please submit your travel application in advance. If you have any questions, please contact staffdev@fullcoll.edu.
 - c. Funding applications are reviewed over a two-week period and voted upon during the PLC 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 Presidents' Staff for final approval.
 - b. If the PLO or PLC has questions regarding your application, or materials are missing, this may delay agendizing your application for approval.

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

Ensure to book all your travel arrangements with a credit/debit card under your name; gift cards or reward points will not be reimbursed by the district.

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 the PLO.
2. **Once conference/activity is approved** by the appropriate President's Staff, 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.
3. **All Professional Activity expenses** are to be covered by the staff member, but we are able to make accommodations for those in financial need. Please inquire with the 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 the PLO or to their division (department) office staff for all other conference/travel. Reimbursement requests funded by the PLO must be submitted **within 15 days** of the completion of travel or by June 10th, whichever comes first. **Errors or omissions may cause a delay** in getting reimbursed, so please refer to the *PAR Reimbursement Reminders* below and contact the PLO 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 to complete the PAR.
2. Complete the form with as much detail as possible about your conference.



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- a. Estimate expenses accounting for potential increases in rates and unexpected costs. It is **recommended to overestimate** the total amount since **the amount listed on your PAR is the maximum reimbursable amount**. Additionally, you will only be reimbursed for expenses you have receipts for unless otherwise stated in AP7400. PARs will be used to create your Requisition for your funding.
- b. Refer to the District 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 in a separate document. Please review the Dissemination Plan Guidelines below.

PAR/TER Reimbursement Reminders

1. 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.
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. Airbnbs and other stays are only allowed with Chancellor's approval via "Business Necessity Form"
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.



Dissemination Guidelines for Travel Funding

Dissemination Plans are required with Professional Activity Requests (PARs) to the Professional Learning Office (PLO) 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 with 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 1½ 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:



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- a. [College Strategic Plan](#)
- b. [College Student Equity and Achievement Plan \(Login Required\)](#)
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 agendized 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. To submit your Dissemination Plan Completion Form, please go to <https://staffdev.fullcoll.edu/travelfunding/>
2. Provide the PLO with slides and materials developed for your dissemination.
3. Provide the PLO with a copy of the agenda/program that included your presentation.

As a recipient of funding from the 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/>