



Request for Professional Development Funds updated 3/14/22

Steps to Secure Funding: To request PDC funding for an upcoming conference, workshop or other professional development opportunity, please follow these steps:

1. Review the **Funding Criteria** on page 2 to make sure your proposal is eligible for funding through the Professional Development Committee.
2. Complete the [Request for Professional Development Funds Form](#). The form is submitted to the Professional Development Committee chair: [John Kaufmann](#).
 - Please submit this request form at least six weeks before your scheduled conference/workshop so you have time to complete all the application steps.
3. Your funding request is discussed at the next scheduled PDC Meeting (1st and 3rd Thursdays during the academic year).
4. You receive a **Pre-Approval Letter** via email from the committee chair (You may be asked to resubmit your application if changes are requested by the committee).

WAIT UNTIL YOU RECEIVE THIS PRE-APPROVAL LETTER BEFORE CONTINUING TO STEP 5

5. Complete top half of **Approval for Conference Attendance** (AP 7400 Travel - p. 3)
 - Get Signature from your Dean/Supervisor (before travel) - ADOBESIGN
 - Get Signature from EVC President (before travel)
 - Hold on to this signed document - you will need it post-conference!
6. Attend your conference or workshop!
 - Retain all receipts and documentation (and keep copies for yourself)
7. Complete bottom half of **Approval for Conference Attendance (Reimbursement Request)**
 - Get Signature from your Dean/Supervisor
8. Forward “packet” to Business Services Mailbox within 30 days of activity’s end:
 - Signed **Pre-Approval Letter** (what you got from the PD committee chair)
 - **Full Approval Form** (top half: approval AND bottom half: reimbursement request)
 - **Original Receipts** (copies of receipts not accepted)
9. Receive your reimbursement
10. Complete your “**Post-Activity Value Demonstration**” (as described in your pre-approval application) within 3 months after your conference/workshop. Send a summary or documentation of your PAVD to the PDC Chair via email at john.kaufmann@evc.edu. Completion of PAVD brings your experience back to our EVC community and keeps you eligible for future professional development funding.

EVC Professional Development Funding Criteria

Funding Objectives: The Staff Development Committee accepts funding requests for virtual or off-campus professional conferences, seminars, or workshops which meet the State of California's [Professional Staff Development funding objectives](#) under [Section 87150-87154 of the Education Code](#).

We will look for evidence of at least one of the following:

- Improvement of teaching
- Maintenance of current academic and technological knowledge and skills
- In-service training for vocational education and employment preparation programs
- Retraining to meet changing institutional needs
- Intersegmental exchange programs
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training implementing equal employment opportunity and upward mobility programs
- Other activities including, but not limited to, programs designed to develop self-esteem

Post-Activity Value Demonstration Options: In your pre-approval application, you will identify your plan to share your experience with the EVC Community in any of the following ways after you return:

- Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, at a department/division meeting or another venue.
- Incorporate specifically into the mentorship of a colleague.
- Prepare a 2-3 page report suitable for distribution to relevant campus personnel discussing how the activity enhanced your professional development and how the information learned could help other colleagues.
- Update professional skills/information as they correspond to your current job responsibilities.
- Apply the experience to work on a program review for your discipline.

Funding Details

- Funding for full-time faculty is limited to a maximum of \$1000.00 per academic year; adjunct faculty: \$500.00 per academic year; full-time classified staff: \$1000.00 per academic year; Part-time classified staff: \$500.00 per academic year (until annual budget is spent).
- The PDC will fund actual costs incurred by faculty and staff for the following expenses: conference or course registration, lodging, meals (“reasonably priced”) and transportation (including airfare, ground transportation, [automobile mileage](#), etc.)
- Applicants will not be reimbursed for association memberships, for tuition of a course taken for credit, or for activities that have already taken place.
- Applicants are encouraged to take advantage of early registration whenever possible.
- **Restricted Travel List:** Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, West Virginia
- Reimbursement is NOT guaranteed unless all proper documentation is provided with all required signatures and within the deadlines provided in this document.



Approval for Conference Attendance

Authorization for attendance at a professional conference is requested as follows:

Requestor: _____ Department: _____ Employee Number: _____ Date: _____

Title of Conference: _____ Location: _____

Sponsoring Organization: _____ Conference Dates: _____

Describe the anticipated benefits toward the organization's goals: _____

Will a paid substitute be needed? Yes No If yes, for what classes/dates: _____

Estimated total expenses: \$ _____ Maximum authorization: \$ _____

*Is advance payment of registration fees, or hotel required? Yes No (Cash advances are not given to employees)

If yes, include completed Request for Check (RFC) forms for each payment needed. Indicate on the RFC if you would prefer the checks be returned to your business office, otherwise they will be mailed to the vendor. A copy of the approved conference request needs to accompany each approved RFC.

APPROVED FOR ATTENDANCE

Administrative Supervisor _____ Ext _____ Date _____
College President _____ Ext _____ Date _____
Business Services _____ Ext _____ Date _____

Request for Conference Expense Reimbursement

(This Part To Be Completed Upon Return from Conference For Travel Exceeding 24 Hours)

I certify that the following is a summary of necessary and actual expenses incurred by me in connection with my attendance at the above named conference.

Mileage \$ _____ (_____ miles at _____ per mile. Check for current reimbursement rate. Include Google or other map)
*Meals \$ _____ (Detailed receipts attached, not to exceed per diem limit) Per Diem - Breakfast \$15, Lunch \$16, Dinner \$28 (Attach Conference Schedule or Agenda)
*Airfare \$ _____ (Ticket or inv attached) Ticket was obtained from Dist. Travel Agent District CC
*Registration \$ _____ (Receipts attached) Paid by: District Credit Card District Check (Last 4 CC/Vchr _____)
*Lodging \$ _____ (Receipts attached) Paid by: District Credit Card District Check (Last 4 CC/Vchr _____)
*Parking \$ _____ (Receipts attached) Paid by: District Credit Card District Check (Last 4 CC/Vchr _____)
*Additional \$ _____ (Itemized description)
\$ _____
\$ _____
Total Expenses \$ _____
*Total Adv Pmt \$ < _____ > (Advance payment includes any expense paid with District CC, District Check or Travel Agent)
Balance Owed \$ _____

Signature of Requestor _____ Date _____
(upon submission of expense reimbursement claim)

APPROVED FOR PAYMENT

Fund _____ Loc _____ Cost Ctr _____ User _____ Obj Code 55200 Administrative Supervisor _____ Date _____
_____ _____ _____ _____ 55200 Business Services _____ Date _____
_____ _____ _____ _____ Fiscal Services _____ Date _____