



Evergreen Valley College

TO APPLY FOR STAFF DEVELOPMENT FUNDS

1. Complete the following forms:
 - a. Application for Staff Development Funds SB 1311 (College Form- page 3)
 - b. Request for Conference Attendance (District Form- page 4)
 - c. Request for Warrant (District Form- page 6) **only** if you desire direct payment from the college before leaving for the event.
 - Use the **check list** to help you complete the application forms.
 - Please make sure all paperwork has the necessary signatures, or your application will be returned.
2. Attach official detailed information about the workshop or conference (agenda, cost, dates, and brochure - if possible) to the application forms.
3. Submit 1 original and 1 photocopy of all forms to the Chair of the Staff Development Committee a minimum of one week before the next scheduled SDC meeting (SDC meets 1st and 3rd Thursdays of each month from 3:00 - 4:30 p.m.). Applications should be submitted as early as possible during the semester in which the activity will take place, and at least one week before an SDC meeting.

If you submit a Request for Warrant along with your application for payment of conference or workshop fees, remember to allow at least 30 days processing time after the request has been approved. Know the conference/workshop payment deadline and plan accordingly to avoid late fees or increases in the cost of registration.

4. **Approved application:** You will be notified by email whether your request was approved and the amount funded. Your application will be returned to you after it has been approved. Keep it until you complete your activity. It will be your responsibility to take care of registration, travel arrangements, etc.
5. **After the Conference/Workshop:** Resubmit all forms with all receipts attached to the Staff Development Committee **along with two copies of the completed post-conference report**. (Only original receipts will be accepted for reimbursement. The District Office auditors will not accept photocopies.) Your reimbursement request must be submitted within thirty days of the conference or workshop. The simplest method is to pay for items directly and turn in your receipts after attending the event. Upon returning from the event, fill out the bottom portion of the *Request for Conference Attendance* form, (where it says "TO BE COMPLETED UPON RETURN FROM CONFERENCE").

Reimbursement guidelines:

- All requests for funding must be approved by the Staff Development Committee prior to the activity.
- Approved requests not used are not transferable. Each request is treated separately and requires a new application.



Evergreen Valley College

CHECKLIST FOR APPROVING AN APPLICATION

The following need to be included in applications. If any of the following items are missing, your application will not be considered.

COMPLETE BEFORE ACTIVITY

- Fill out **Application for Staff Development Funds** and obtain necessary approval from supervisor or administrator.
- Fill out **Request for Conference Attendance (pages 3 & 4)** and obtain necessary approval from supervisor or administrator.
- Attach official detailed information about the workshop or conference (agenda, cost, dates, and brochure - if possible) to the application forms.
- Request for prepayment (**District Request for Check Form- page 6**) - *optional*
- Submit **two copies** of all forms to the Chair of the Staff Development Committee by the application deadline, at least one week before a scheduled SDC meeting.

COMPLETE AFTER ACTIVITY

- Complete and submit **Staff Development Funded Activity Report** (page 7)
- Resubmit your approved **Request for Conference Attendance** with **original** receipts for reimbursement

NOTE

*The SDC meets the 1st and 3rd Thursdays of each month during the regular semester from 3:00-4:30pm.

*For additional information regarding Staff Development Funding Request Guidelines and Procedures, please reference pages 7 & 8 of this packet.



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COMPLETE BEFORE ACTIVITY

Date: _____

Application for Staff Development Funds (SB 1131)

Name: _____ Dept: _____
 Faculty—Part-time Full-time Position/Area: _____
 Regular Classified Admin
 Name of Activity: _____
 Sponsoring Organization: _____
 Location: _____ Dates of Activity: _____
 Nature of Activity: _____

Will you be a presenter at the conference or training? Yes No
 If yes, attach a brief description of your presentation.

Will the activity for which you are applying require your absence from work? Yes No

Give a brief descriptive statement about the activity and how it relates to two or more of the State of California Staff Development Funding objectives listed on pages 6 & 7, Funding Request Guidelines. Failure to comply with the two obligations listed above will result in the ineligibility of professional development funding for 1 year thereafter. If you require additional space, please attach a separate sheet.

Please check the ways you will share the information learned.

- o Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, or for your department, division, area, and/or the Teaching and Learning Center.
- o Participate in a program review for your discipline.
- o Mentor another staff member for a semester.
- o A presentation on how the information aligns with College Goals and their Key Performance Indicators.
- o A reviewed submission that explains how the information improves student success and the working environment.
- o Prepare a 2-3 page report suitable for distribution to relevant campus personnel discussing how the conference enhanced your professional development and how the information learned could help other colleagues.
- o Update professional skills and information as they correspond to the applicant's current responsibilities.
- o Other (please explain):

Estimated Expenses:		Advance needed for prepayment of:	
Registration/Tuition	\$ _____	Registration/Tuition	\$ _____
Travel/Mileage	\$ _____	Travel/Mileage	\$ _____
Lodging	\$ _____	Lodging	\$ _____
Meals	\$ _____	Other	\$ _____
Estimated total expenses	\$ _____		

Total amount approved from Staff Development funds: \$ _____ Account # _____

Approved: _____
 _____ Date
 _____ Date
 Staff Development Committee Chairperson

San Jose/Evergreen Community College District
 40 S. Market Street
 San Jose, California 95113

Request for Conference Attendance

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

TO BE COMPLETED BY REQUESTOR

Date: _____

Requestor: _____ Department: _____ Employee Number: _____

Title of Conference: _____ Location: _____

Sponsoring Organization: _____ Dates of Conference: _____

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

Will 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 Note: Cash advances are not given to staff

If yes, include completed Request for Check forms for each payment needed. Indicate if you would prefer the checks returned to you or mailed to the vendor.

APPROVED

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

This Part To Be Completed Upon Return from Conference

To: Business Services Office

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	\$ _____	(@ _____ per mile)	Check for current reimbursement rate
Airfare	\$ _____	(Ticket or invoice attached)	<input type="checkbox"/> Ticket was obtained from District Travel Agent
Meals	\$ _____	(Detailed receipts attached)	(Per Diem - Breakfast \$10, Lunch \$15, Dinner \$30)
Registration	\$ _____	(Receipts attached)	
Lodging	\$ _____	(Receipts attached)	
Parking	\$ _____	(Receipts attached)	
Additional	\$ _____	(Itemized Description)	_____
	\$ _____		_____
	\$ _____		_____

TOTAL expenses \$ _____

Total advance \$ _____ < >

Warr# _____ Vendor _____ Warr# _____ Vendor _____

BALANCE owed Warr# _____ Vendor _____ Warr# _____ Vendor _____

To District Requestor

Signature of Claimant Date

APPROVED FOR PAYMENT

Fund	Loc	Cost Ctr	User	Object Code

Administrative Supervisor

College President

Budget Account Number

Business Manager

AP 6300.4 Travel Expense Claims

Members of the Governing Board and District employees shall be reimbursed for approved travel and conference expenses in accordance with the procedures in this section. An approved travel request is required prior to departure.

Air Transportation

Travel by air will be approved whenever it is found to be as economical as other allowable transportation and/or when the savings of time will be an advantage to the District. All air travel shall be by regularly scheduled airlines, coach class; chartered, private, or nonscheduled airlines may only be used upon approval of the Chancellor.

Automobile Transportation

Travel by District-owned automobile shall be approved by the college president, VCAS, or his/her designee; district vehicles shall only be used for business purposes. The standard size for automobile rental is a compact unless more than two employees share a single vehicle. The District recommends that the employee elect insurance coverage offered by the rental car agencies, unless a credit card containing collision coverage is used to pay for the rental.

Mileage reimbursement for an employee's use of his/her own automobile on District business will be paid at the Internal Revenue Service rate at the time of travel. This rate is intended to cover all costs associated with operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. When an employee elects to use a personal vehicle in lieu of air transportation, the employee will be limited to reimbursement at the economy airfare rate to/from that location, plus the estimated cost of a rental car at the destination point.

Meal Costs

Meal expense reimbursement (including gratuity), per employee, will be paid according to the following schedule, adjusted periodically as directed by the VCAS:

Breakfast	\$10
Lunch	\$15
Dinner	\$30
Total	\$55

Meal amounts exceeding the per-diem will not be reimbursed unless approved by a college president, Vice Chancellor, or the Chancellor. If a conference registration includes meals as part of the fee, no expenses for that meal or a substitute meal may be claimed. Meal reimbursements may be claimed if the criteria below are met:

For the first day of travel on a trip of 24 hours or more, if the trip begins:

- At/before 6 a.m. Breakfast may be claimed
- At/before 11 a.m. Lunch may be claimed
- At/before 5 p.m. Dinner may be claimed

For the end of a trip of more than 24 hours, if the trip ends:

- At/after 8 a.m. Breakfast may be claimed
- At/after 2 p.m. Lunch may be claimed
- At/after 7 p.m. Dinner may be claimed

For trips of less than 24 hours, no reimbursement will be provided for breakfast; lunch will be reimbursed if the meeting requires departure before 11 a.m. and return is after 2 p.m.; dinner may be claimed for travel beginning at or before 5 p.m., returning after 7 p.m.

No meal reimbursement will be provided for meetings in which only district employees are present, unless approved by a college president, the Vice Chancellor of Administrative Services, or the Chancellor. Meal expenses claimed for others require a written justification for District reimbursement, including the names, titles, and affiliation of the other parties. Approval by a college president, the Vice Chancellor of Administrative Services, or the Chancellor is required.

Hotel Expenses

While traveling on district business, employees are encouraged to stay at moderately priced hotels, obtaining the government rate when possible. Hotel arrangements should only be sought when the hotel is outside a 45 mile radius from the place of employment.

There may be exceptions as approved by the Chancellor, Vice Chancellor of Administrative Services, or college president.

Expenses incurred by a partner/spouse while traveling with an employee are not reimbursable; any premium induced as a result of the partner (i.e., additional room charge) will be borne by the employee. No personal expenses including television/movie charges will be reimbursed from a hotel receipt. For room service, the detailed receipts must be submitted.

Other reasonable and necessary expenses attendant to participation in District-approved activities shall be itemized on the appropriate claim form and reimbursed. It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business.

Receipts

All claims for reimbursement must be accompanied by "original" receipts. In certain instances (toll, taxi, etc.), when receipts are not furnished, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided. Receipts submitted for meals paid by a credit card should be in a detailed receipt. If alcoholic beverages are included on the meal receipt, this expense must be removed along with the associated tax and tip, prior to submitting a claim.

Claim Deadlines

Claims for reimbursement are to be submitted within 90 calendar days following the trip. Claims for expenses incurred in the last month of the fiscal year must be submitted by June 30, claims submitted after June 30 may be expensed in the new fiscal year.

**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT
DISTRICT REQUEST FOR CHECK
PAYMENT FOR SUPPLIES/SERVICES RECEIVED COMPLETE UNDER \$500.00**

MAKE CHECK PAYABLE TO:

MAIL CHECK TO:

NAME	NAME
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE NO.	PHONE NO.
FAX NO.	FAX NO.

PAYMENT FOR:

DESCRIPTION (PROVIDE COMPLETE DESCRIPTION)	AMOUNT
	0.00
	0.00
TOTAL	0.00
<input type="checkbox"/> Supporting documentation, i.e., invoices, renewal forms, etc. attached.	
<input type="checkbox"/> If none available, please explain:	

ACCOUNT NUMBER:

FUND	LOC	COST CENTER	USER	OBJECT CODE	BUDGET USE ONLY

PURPOSE:

AUTHORIZATION FOR PAYMENT: I hereby certify that the services and/or items listed are true and correct.

REQUESTED BY: (Print name, department & phone)	DATE
REQUESTED BY: (Signature)	
MANAGER'S APPROVAL: (Signature)	
CAMPUS BUSINESS OFFICER: (Signature)	
DISTRICT BUSINESS OFFICE APPROVAL:	

DISTRICT REQUEST FOR CHECK GUIDELINES

District Request for Check forms shall be issued to pay for supplies/services received. Total not to exceed \$500.

NO EQUIPMENT AND/OR FURNITURE

Purchase requisition is not required.
It is recommended that District Request for Check forms be submitted for the following types of services under \$500.

Advertisements	Food Catering Services	Referee Fees
Ambulance Service	Membership Fees	Repairs/Services (no contracts)
Books	Medical Services (physicals)	Royalty Fees
Car Rental	Printing Services	Subscriptions
Fingerprinting	Publications	Independent Contractors (contract required)

FORWARD TO DISTRICT ACCOUNTS PAYABLE FOR PAYMENT



Evergreen Valley College

To be submitted within thirty days of completion of funded activity

Staff Development Funded Activity Report

Name: _____ Dates of Activity: _____

Activity: _____

Location of Activity: _____

Nature of Your Participation: _____

Information sharing/exchange report

Attach a one page document to this form in which you:

1. Give a brief description of the general theme of the activity
2. Provide a synopsis of the conference sessions you attended.

3. Explain how the activities corresponded with one or more of the funding objectives listed on the first page of the Staff Development Funding Guidelines.

You will be sharing the information/materials procured from the activity with other college personnel? At least two of the below projects are obligatory and must be completed to ensure the best possible outcome.

I will:

- Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, or for your department, division, area, and/or the Teaching and Learning Center.
- Participate in a program review for your discipline.
- Mentor another staff member for a semester.
- A presentation on how the information aligns with College Goals and their Key Performance Indicators.
- A reviewed submission that explains how the information improves student success and the working environment. This could include a brief on future plans or ideas on how to improve the subject area in which you teach.
- Prepare a 2-3 page report suitable for distribution to relevant campus personnel discussing how the conference enhanced your professional development and how the information learned could help other colleagues.
- Update professional skills and information as they correspond to the applicant's current responsibilities.
- Other (please explain: _____)

Workshop facilitation or presentation is to be completed within six months of activity.

Dean/Supervisor

Date

Staff Development Committee Chairperson

Date



Evergreen Valley College

STAFF DEVELOPMENT FUNDING REQUEST GUIDELINES AND PROCEDURES

(Professional Development Funding SB 1311 - Effective Fall 2014)

Award Criteria

The Staff Development Committee (SDC) will review proposals and applications seeking funding for participation in off-campus professional conferences, seminars, workshops, and development of similar events within the District any of which meet the State of California's Professional Staff Development funding objectives:

- 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
- programs designed to develop self-esteem

In addition, applicants must show how their applications meet SJECC District priorities, found in the shared goals of the Chancellor and District on the District Website. <http://www.sjeccd.edu/district-services>

Funding priority is given to applicants who will demonstrate the value learned in **at least one** of the following ways:

- Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, or for your department, division, area, and/or the Teaching and Learning Center.
 - Mentor another staff member for a semester.
 - Prepare a 2-3 page report suitable for distribution to relevant campus personnel discussing how the conference enhanced your professional development and how the information learned could help other colleagues.
 - Update professional skills and information as they correspond to the applicant's current responsibilities.
 - Participate in a program review for your discipline.
- 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, assuming funding continues.

The SDC may also take into consideration these factors when approving funding requests:

- * Preference to conference presenters
- * Previous funding history
- * Number of requests for the same conference.

Funding Guidelines

- The SDC will fund actual costs incurred by faculty and staff for the following expenses: conference or course registration, lodging, meals (“reasonably priced”) and mileage/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.
- To receive payment, applicants must submit original receipts along with the completed *Request for Conference* form and *Application for Staff Development Funds* form, with all signatures, no later than 30 calendar days after the event.