

# Professional Development

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PD Funding Requests

# The PD Committee

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- The PD Committee serves to solicit, collect, and evaluate PD Funding Proposals.
- Proposals are evaluated to find the benefits to the students and the college.
- The Committee follows the Guidelines listed online at:  
<https://www.mclennan.edu/professional-and-organizational-development/committees.html>

# Applying for Funding

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- Any full-time regular professional employee may apply for professional development funding.
- Visit [www.mclennan.edu/professional-and-organizational-development/pdfforms](http://www.mclennan.edu/professional-and-organizational-development/pdfforms)
- Download and complete the Professional Employees Professional Development Proposal Form
- Submit the PD Proposal Form, any supporting documents, and your PD Plan to Mikken at [mcanham@mclennan.edu](mailto:mcanham@mclennan.edu) by the last working Wednesday of the month.


# Completing the Funding Application

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## ➤ PD Funding Application Tips:

- Include your travel dates, not only the dates you will be at the event.
- Get permission from Dr. Benson before using a 3<sup>rd</sup> party vendor such as Expedia.
- Use the <https://www.gsa.gov/travel/plan-book/per-diem-rates> site to check per-diem rates in the city you are traveling to.
- Include supporting documentation.
- Read the MCC Travel Procedures listed in the Budget Administration Policy D-III-b.

## PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL

Applicant Name:	
Supervisor's Name & Division/Area:	
Date(s) of event or project & location:	 Be sure to include your travel dates as well as the dates of the event.
Title of event or project:	
Total amount of proposal: \$	

Include a Google map showing the mileage.

**Proposed Expenses**

<i>Expense</i>	<i>Description</i>	<i>Estimated Total</i>
Mileage	<input type="text"/> @ MCC's approved rate	\$ <input type="text"/>
Public Transportation	<input type="text"/>	\$ <input type="text"/>
Meals	<input type="text"/> days @ \$40/day	\$ <input type="text"/>
Lodging	<input type="text"/> nights @ \$ <input type="text"/> /night	\$ <input type="text"/>
Fees	<input type="text"/>	\$ <input type="text"/>
Airfare	<input type="text"/>	\$ <input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>
	<b>Total Amount of Proposal</b>	\$ <input type="text"/>

Be sure to check the per diel rates for the city you will be visiting on the [gsa.gov/travel](http://gsa.gov/travel) web site and include a screen shot. Note: the amount is per day, not a total for the trip.

# Processing

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- Mikken will send all applications for approval to the appropriate supervisor, Director/Dean, and Vice President. They are reviewing that the activity is relevant to your position and approving your travel, if applicable.
- Supervisors may also make contributions to the funding.
- Once approved, the proposal is presented to the PD Committee.

# Funding Review

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- Applications must be reviewed and approved **prior to the event and prior to any expenditures being paid** for PD Funding to be applied.
- The PD Committee may chose to fully or partially fund or to decline funding for any application.
- The PD Committee Chairperson will email the applicant with the funding decision and instructions on what to do next.



# Approved for Funding

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- Read and Complete Travel Form
- We suggest taking the Travel Forms PD class. 😊
- Have questions? You can always call or email.



# The Travel Form

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- Complete the top section of the form
- Gather all signatures
- Turn form into PD Office
- The PD Office will sign, add the approved amounts, and submit to the business office. PD is only able to pay the line item amounts approved by the PD Committee.
- Travel forms must be on file with the business office **BEFORE you travel.**

**McLennan Community College  
Travel Approval/Reimbursement Request**

Requested by: Mac McLennan Emp. # 0123456 Date of Request: 08/16/22

Names and Emp. # of Others Traveling: none  
(Who have incurred expenses)

Department: Office of the President Travel to: Austin, TX  
(City and State)

Estimated: Departure 10/01/22 8:00am Return 10/07/22 3:00pm  
(Month/Day/Time) (Month/Day/Time)

Purpose of Travel: College Mascot Training

**TRIP APPROVAL:** Mac McLennan Dean's Account Number  
Employee Signature/Date of Request Account Number

By my signature, I certify that I have read and understand the Budget Administration Policy and will abide by the provisions. I understand that failure to follow the guidelines could result in non-reimbursement of expenses.

*This activity meets the criteria for professional training and requires an agreement to be signed.* Dean's signature & date  
Dean/Date of Approval

**ADMINISTRATIVE APPROVAL:** Your Supervisor's signature, date, and account #  
Administrator/Date of Approval

**PROFESSIONAL DEVELOPMENT COMMITTEE ADMIN. APPROVAL:** Mikken's Signature, date, and account #  
Professional Development/Date of Approval

**OUT OF COUNTRY APPROVAL:** Vice President's Signature, date &/or President's Signature, date  
President/Date of Approval

These amounts must match the amounts on the PD Funding Application.



Expenses:		Estimated:	Purchasing Card Charges	Paid - <i>Not</i> with PC Card Cash or Charges
Mileage:	<u>Mileage</u> 100 @ \$0.625	\$63		\$
Public Transportation:		\$0	\$	
Meals	<u>\$64/day in Austin for 7 days</u>	\$448		
Lodging:	<u>\$200/night for 6 nights</u>	\$1,200		
Fees:	<u>Conference Fee</u>	\$300		
Other:	<u>Parking \$40/day for 7 days</u>	\$280		
<b>TOTAL:</b>		<b>\$ 2,291</b>	<b>\$</b>	<b>\$</b>
(Date Advance Needed)	_____		Amount Advanced:	\$
<b>Amount of Advance Requested</b>		<b>\$</b>	<b>Amount Due or Balance Returned</b>	<b>\$</b>

PD will pay UP TO the amounts approved by the PD Committee, **PER LINE ITEM.**

# When You're Back

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- Schedule a time to process your travel form with Mikken **the week you get back.**
- Be sure to keep your **ORIGINAL** receipts!
- Receipts must show the item(s) purchases, amount paid, method of payment, and “Paid” status.
- Any/all purchase made with a P-Card will be paid directly by submitting the P-card statement and original receipts to Mikken.
- Payment made with a personal card will be reimbursed with a check issued by the business office and mailed to the recipient.
- **PD will pay up to, not more than, the amounts approved by the PD Committee. This is PER LINE ITEM.**

Expenses:	Estimated:	Purchasing Card Charges	Not Paid - Not with PC Card Cash or Charges
Mileage: <u>Mileage</u> 100 @ \$0.625	\$63		\$ 63.00
Public Transportation:	\$0	\$	
Meals \$64/day in Austin for 7 days	\$448	\$327.54	
Lodging: \$200/night for 6 nights	\$1,200	\$1,200.00	
Fees: Conference Fee	\$300	300.00	
Other: Parking \$40/day for 7 days	\$280		270.00
<b>TOTAL:</b>	<b>\$ 2,291</b>	<b>\$ 1,827.54</b>	<b>\$ 333.00</b>
(Date Advance Needed) _____		Amount Advanced: \$ _____	
Amount of Advance Requested \$ _____		Amount Due or Balance Returned \$ _____	

**CERTIFICATION OF ACTUAL EXPENSES TO BE PAID:**

I certify that all actual expenditures are in compliance with the Budget Administration Policy.

Name: <u>MacMcLennan</u>	Account # <u>10-12345-67899-0</u>	Amount \$ <u>333.00</u>
	Account # _____	Amount \$ _____
Name: _____	Account # _____	Amount \$ _____
	Account # _____	Amount \$ _____
Employee Signature: <u>Mac McLennan</u>	Date: <u>October 11, 2022</u>	
Administrative Approval: <u>Mikken's Signature</u>	Date: <u>October 11, 2022</u>	



Mikken will complete these sections with you.



# PD Follow-Up Form

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- A PD Follow-Up Form will be included in your awards email from the PD Committee Chair.
- Provide a summary of your experience including what knowledge was gained by the experience.
- By accepting PD Funding you are agreeing to present your findings, if requested, at PD Day, a PD Class, or a Department Meeting.
- Submit your summary to Mikken the week you return.

# Have Questions?

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## ➤ Professional and Organizational Development

Mikken Canham

 x8647

 LTC 218C

 [mcanham@mclennan.edu](mailto:mcanham@mclennan.edu)

## ➤ Business Office

Melree Paris

 8671

 [mparis@mclennan.edu](mailto:mparis@mclennan.edu)



# Resources

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- Professional Development Committees: <https://www.mclennan.edu/professional-and-organizational-development/committees.html>
- PD Forms: <https://www.mclennan.edu/professional-and-organizational-development/pdforms.html>
- U.S. General Services Administration-Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Budget Administration Policy: <https://www.mclennan.edu/employees/policy-manual/docs/D-III-B.pdf>