

**SAN DIEGO MIRAMAR COLLEGE** **Travel and Professional Development Proposal Form**  
**Request for Funds**

- If requesting travel funds attach all **supporting documents** (Conference Itinerary, Hotel, Registration Fee, Airfare, & Mileage Map).
- Professional Development budget requests are due to the committee at least one week prior to their next PDC Meeting for consideration. (See published meeting schedule.) You will be notified by the PDC Co-Chairs of the committee's decision. NOTE: There is a \$1000 maximum/applicant/year.
- Once approved, create a TA in PeopleSoft. Scan and attach this approved form and all support documents along with your TA.

**SECTION 1: Is Funding Source from outside the PD Committee?**      Yes      No      **Source:**

|                         |            |                        |               |
|-------------------------|------------|------------------------|---------------|
| First Name:             | Last Name: | Empl. ID:              | Today's Date: |
| Position Title:         | Dept.      | Telephone:             |               |
| Email Address           |            | Substitute Needed      | Yes      No   |
| Organizational Sponsor: |            | Member of Organization | Yes      No   |

**SECTION 2: Select Appropriate Request Avenue**

|                                   |       |         |              |       |
|-----------------------------------|-------|---------|--------------|-------|
| <b>Title of Proposed Activity</b> |       |         |              |       |
| Travel/Conference                 | Event | Project | Presentation | Other |

**SECTION 3: to be completed for Travel/Conference expenses only**

|                         |       |    |                                  |  |
|-------------------------|-------|----|----------------------------------|--|
| Travel Inclusive dates: | From: | To | Conference Name, City and State: |  |
|-------------------------|-------|----|----------------------------------|--|

| <b>REMEMBER:</b> You need to attach all Supporting Documents to this form | <b>Detailed Expense Items</b>   |   |   |                    | <b>\$ Amount</b>       |
|---|---|---|---|--------------------|------------------------|
|   | Mileage: From Miramar College   | Total Round Trip Miles (rounded to nearest whole number)                    |   |                    | 0.545 x RT Miles<br>\$ |
|   | Registration Fee  | Pre-Pay (District)  | <i>Prepays require a minimum of 4/wks processing time</i> | Employee Paid      | \$                     |
|   | Airfare   | Pre-Pay (District)  | <i>minimum of 4/wks processing time</i>                   | Employee Paid      | \$                     |
|   | Hotel/Lodging   | Pre-Pay (District)  | <i>processing time</i>                                    | Employee Paid      | \$                     |
|   | Auto Rental   |   |   |                    | \$                     |
|   | Miscellaneous   | Estimated costs (taxi, shuttle, parking, luggage, gas for rental car, etc.) |   |                    | \$                     |
|   | Internet  | For college business  |   |                    | \$                     |
|   | Max for meals NOT included at Conference*                                 | Breakfast:<br>\$10.00   | Lunch:<br>\$15.00   | Dinner:<br>\$21.00 | \$                     |
|   | * Meal reimbursement for travel within San Diego County is NOT permitted. |   |   |                    |                        |
| <b>Total Funds Requested:</b>   |   |   |   | \$                 |                        |

|                                  |    |   |    |
|----------------------------------|----|---|----|
| Total Amount Requested from PDC: | \$ | Funds Requested from Other Source (list below): | \$ |
|----------------------------------|----|---|----|

|                 |     |      |      |         |       |      |      |         |
|-----------------|-----|------|------|---------|-------|------|------|---------|
| Budget Numbers: | PD: | Fund | Dept | Product | Other | Fund | Dept | Product |
|-----------------|-----|------|------|---------|-------|------|------|---------|

**APPROVAL SIGNATURES**

|   |             |                                       |                 |
|---|-------------|---------------------------------------|-----------------|
| <b>Dept. Chair/Supervisor Signature (below)</b> | <b>Date</b> | <b>Dean/Manager Signature (below)</b> | <b>Date</b>     |
| PD Committee Signature (below)                  | <b>Date</b> | <b>Percent Funded</b>                 | <b>%</b>        |
|   |             |                                       | <b>Total \$</b> |
| Vice President's Signature (right)              |             |                                       | Date            |

**TRAVEL AUTHORIZATION MUST BE ENTERED IN PEOPLESOFT AND APPROVED PRIOR TO TRAVEL**

You will receive a system-generated email notifying you once your travel has been approved.

Complete this page for PDC approval only (200 word limit in each field)

**Overview:** Please provide a succinct description of your Proposal for Professional Development.

**Goals:** Please describe how your involvement in this request would support the College Mission and/or the Strategic Goals of Miramar College.

**Outcomes and Deliverables:** Please identify: **a)** the beneficial *outcomes* of this proposal; and **b)** the *deliverables* of how this could positively impact Miramar College and/or the District.

**San Diego Miramar College 2013 – 2020 Strategic Plan Goals**

- I: Provide educational programs and services that are responsive to change and support student learning and success.
- II: Deliver educational programs and services in formats and at locations that meet student needs.
- III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
- IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.