

SAN DIEGO MIRAMAR COLLEGE **Travel and Professional Development Request Form**

Request for Funds

- For travel funds **ATTACH ALL TRAVEL DOCUMENTS** (hotel, registration fee, airfare, mileage map, conference agenda, etc.)
- Submit your request a week or more prior to the next PDC Meeting for their consideration. (See published meeting schedule.) Your request will be reviewed at the PDC meeting. You will be notified by the PDC Co-Chairs of the committee's decision. NOTE: There is a \$1000 maximum per applicant/year.
- Once approved, create a TA in PeopleSoft. Scan and attach this approved form and the supporting documents with your entry. If you need assistance, please contact the Business Office Travel Liaison at X 7401.

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

| | | | |
|-------------------------|------------|------------------------|-------------|
| First Name: | Last Name: | Empl. ID #: | Date: |
| Job Title: | Email: | Mgr: | Dept. |
| Phone: | Cell: | Is a Sub Needed? | Yes No |
| Organizational Sponsor: | | Member of Organization | Yes No |

SECTION 2: Select Appropriate Request Avenue

| | | | | |
|--------------------------|-------|---------|--------------|-------|
| Title of Activity | | | | |
| Travel/Conference | Event | Project | Presentation | Other |

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

| | | | |
|---|--|---|---------------|
| Travel Inclusive dates: | From: To: | Conference City Location | State |
| Reimbursement for mileage may not exceed the total cost of coach airfare. Attach all Supporting Documents to this request before turning it in for approval. | Detailed Expense Items | | |
| | Mileage: Distance from Miramar College to Event | Current reimbursement rate 0.58 X RT Miles Enter Total Round Trip Miles (rounded to nearest whole number) | |
| | Registration Fee | Pre-Pay (District) | Employee Paid |
| | Airfare | Pre-Pay (District) | Employee Paid |
| | Hotel/Lodging | Pre-Pay (District) | Employee Paid |
| | Auto Rental | | |
| | Gas for Rental | | |
| | Miscellaneous | Estimated costs (taxi, shuttle, parking, luggage, etc.) | |
| | Internet | For college business only | |
| | For Meals NOT included at the Conference* | Complete the Meal Reimbursement Breakdown chart on the top of page 2 and then enter the Grand Total here. | |
| * Meal reimbursement for travel within San Diego County is NOT permitted per District Policy | | | |
| Total Travel Expenses: | | | |
| Amount Requested from PDC (max 1000): | \$ | Amount Requested from Other Source: | \$ |
| Budgets Numbers: | PD: | Other | |

APPROVAL SIGNATURES

| | | | |
|--|-------------|---|-------------|
| Dept. Chair/Supervisor Signature(below) | Date | Dean/Manager Signature (below) | Date |
| | | | |
| PD Committee Signature (below) | Date | Vice President's Signature (below) | Date |
| | | | |
| AMOUNT APPROVED \$ | | | |

APPROVED PROPOSAL FORM MUST BE ENTERED IN PEOPLESOFT AND APPROVED PRIOR TO TRAVEL

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

MEAL REIMBURSEMENT BREAKDOWN CHART

| | MAX AMT/ MEAL | ENTER MAX AMOUNT ALLOWED FOR EACH QUALIFYING MEAL IN BOXES BELOW FOR EACH DAY OF YOUR TRAVEL | | | | | | |
|-------------|---------------------|---|-------|-------|-------|------------|-------|-------|
| | | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 | DAY 7 |
| Breakfast | 10 | | | | | | | |
| Lunch | 15 | | | | | | | |
| Dinner | 21 | | | | | | | |
| Daily Total | \$46 | | | | | | | |
| | | | | | | TRIP TOTAL | | |

Complete Sections 1-3 for PDC Fund approval only (1000 character limit in each field)

Section 1: Overview: Please provide a succinct description of your Proposal for Professional Development

Section 2: Goals: Please describe how your involvement in this request would support the College Mission and/or the Strategic Goals of Miramar College.

Section 3: 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.