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 Location City	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**		**$ Amount**
	Mileage: Distance from **Miramar** College to Event	Current reimbursement rate 0.585 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: <u>Overview:</u> Please provide a succinct description of your Proposal for Professional Development

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

Section 3: <u>Outcomes and Deliverables:</u> 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 2020 – 2027 Strategic Goals
1. Pathways - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
2. Engagement - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
3. Organizational Health - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
4. Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships.
5. Diversity, Equity, and Inclusion (DEI) – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.