



# 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 \$1200 maximum per applicant, per fiscal 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 x7401.

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:	Conf. Location	City/Zip State
Reimbursement for mileage may not exceed the total cost of coach airfare. Provide flight estimate.  Attach all supporting documents to this request before turning it in for approval.	<b>Detailed Expense Items</b>			<b>\$ Amount</b>
	Mileage: Distance from <b>Miramar College</b> to Event	Current reimbursement rate 0.67 X RT miles. <b>Enter Total Round Trip Miles</b> (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 Auto Rental			
	Miscellaneous	Estimated costs (taxi, shuttle, parking, luggage, etc.)		
	Internet	For college business only		
	For Meals NOT included at the Conference*	Complete the <b>Meals &amp; Incidentals Breakdown Chart</b> on the top of page 2 and then enter the <b>Grand Total</b> here.		
* Meal reimbursement for travel within San Diego County is NOT permitted per District Policy				
<b>Total Travel Expenses:</b>				
Amount Requested from PDC ( <b>max \$1200</b> ):	\$	Amount Requested from Other Source:	\$	
Budgets Numbers:	PD:		Other:	

APPROVAL SIGNATURES			
Dept. Chair/Supervisor Signature (below)	Date	Dean/Manager Signature (below)	Date
PD Committee Amount Approved	\$	Vice President's Signature (below)	Date
PD Committee Signature (below)	Date		

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 & INCIDENTAL BREAKDOWN CHART**

\*GSA website - <https://www.gsa.gov/travel/plan-book/per-diem->

<i>Conference Location (City-Zip)</i>	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
<b>First &amp; Last Day of Travel</b>							
<b>Full Per Diem</b>							
<b>Breakfast</b>							
<b>Lunch</b>							
<b>Dinner</b>							
<b>Incidental Expenses</b>							
<b>Daily Total</b>							
						<b>Trip Total</b>	

\*Enter the conference location (city or zip code) as the "Default Location" on the Travel Authorization.

**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 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.