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

	Detailed Expense Items		$ Amount
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.	Mileage: Distance from **Miramar College** to Event	Current reimbursement rate 0.67 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 Auto Rental		
	Miscellaneous	Estimated costs (taxi, shuttle, parking, luggage, etc.)	
	Internet	For college business only	
	For Meals NOT included at the Conference*	Complete the **Meals & Incidentals 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 $1200**):	$	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.

Conference Location (City-Zip)	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
First & Last Day of Travel							
Full Per Diem							
Breakfast							
Lunch							
Dinner							
Incidental Expenses							
Daily Total							

	Trip Total	

*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.