

SAN DIEGO MIRAMAR COLLEGE
Professional Development Committee (PDC)
2025-2026 AY

PROFESSIONAL DEVELOPMENT REQUEST PROCEDURES

1. Travel/Conference funds are limited to **\$1,200** per individual, per fiscal year.
2. Travelers must complete the Travel & Professional Development Request (TPDR) form **PRIOR** TO travel. (<https://www.sdmiramar.edu/campus/pdev/staffdev>).
3. **SUBMIT**: Go to <https://bit.ly/MiramarPDCrequest> and **UPLOAD** the completed packet AFTER Dean or Supervisor for approval and signature. **Submit the following documents as a single PDF file:**
 1. Signed Travel & Professional Development Form
 2. Conference or Meeting Agenda
 3. Supporting Travel Documents (e.g., registration, airfare, mileage, hotel, etc.)
4. PDC meets on the 2nd and 4th Fridays of each month. Please allow sufficient time for the committee to review and approve your request **BEFORE** the activity takes place.
 1. **Domestic Travel**: We recommend submitting requests at least four weeks in advance for **domestic** travel (within the United States) or earlier depending on your specific travel dates. Please keep the Professional Development Committee meeting dates in mind as you submit your request.
 2. **International Travel**: We recommend submitting requests at least 2 months in advance for **out-of-country** travel or earlier depending on your specific travel dates. Please note that international travel requires additional processes. To request international travel, please complete the [Out of Country Travel Request form](#). Visit [District Travel - AP 7400 Travel](#) for more information.
5. If approved, the forms will be signed by the committee co-chairs, include budget numbers, and then be returned to the traveler for entry into PeopleSoft.
6. The traveler should then upload the approved and signed TPDR form to a PeopleSoft **Travel Authorization** along with any supporting documentation. **All travel needs to be pre-approved** and needs to be processed in PeopleSoft **before** the travel date. Your travel is not considered to be “approved” until you have received the approval email from the college president.
7. Complete a PeopleSoft **Expense Report** within 10 business days of completing travel. Do not submit a liquidation amount that exceeds the approved amount.

CAMPUS-WIDE PROFESSIONAL DEVELOPMENT PROCEDURES

1. There is no maximum dollar amount for Campus-Wide Professional Development. These funds are for Professional Development of the campus as a whole.
2. Follow the same procedures as above.

QUESTIONS? PLEASE CONTACT:

Nessa Julian, PDC Co-Chair (njulian@sdccd.edu) and Kiyana Kiel, PDC Co-Chair (kkiel@sdccd.edu)