

San Diego Miramar College Professional Development Committee

Travel/Conference Procedures

1. Travel/Conference funds are limited to \$1,000 per individual per year.
2. Travelers must complete the Travel & Professional Development Request Form PRIOR TO travel. (<https://www.sdmiramar.edu/campus/pdev/staffdev>). Forward the completed form to the Professional Development Committee mailbox AFTER Dean or Supervisor approval and signature.
3. The Professional Development Committee meets on the second Friday of each month. Please allow sufficient time for the committee to review and approve BEFORE the activity. We recommend turning in requests at a **minimum of 4 weeks** before travel within the United States, or longer depending on the specific travel dates.
4. If approved, the forms will be signed by the committee co-chairs, budget numbers included, and then returned to the traveler for entry into PeopleSoft.
5. The traveler should then upload the approved and signed Travel & PD Request 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 PeopleSoft.
6. 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.

Please let us know if you have any other questions or need further clarification.

Cheryl Barnard & Carrie De Moll
Miramar College Professional Development Committee Co-chairs