# 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	m outsi	de th	ne PD C	Com	mittee?	١	Yes	No	Source:						
First Name: Last N			ast Name:				E	Empl. ID #:			Date	Date:				
Job Title:		mail:				N	Mgr: D			Dep	t.					
Phone:	(	Cell:						ls a	a Sub N	leeded?		Yes	-	No		
Organizational Sponsor:								Memb	er of C	)rganization		Yes	1	No		
SECTION 2: Select App	ropriate Re	quest A	venu	ue												
Title of Activity																
Travel/Conference	Eve	nt				Project			P	resentation	1	C	ther			
SECTION 3: to be comp	pleted for Ti	ravel/C	onfe	rence e	exp	enses only	,									
Travel Inclusive dates:	From:	•		0:	•	•		ference tion	City			S1	ate			
Traver melasive dates.	110111.				. 4 !!	l. d C							Amoui	nt		
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.	Mileage: Diffrom Mirar to Event Registration Airfare Hotel/Lodg Auto Renta Gas for Ren Miscellaned Internet For Meals Note the Confe	n Fee ging al ntal ous OT inclue	ded	Estima For co	t rei Ente led t Pre- Pre- Pre- lete p of	e business the <b>Meal Re</b> page 2 and t	t rate und T nole n ct) ct) ct) ct) shut	o.575 rip Mi umber ttle, pa	les ) arking, at Brea ne Grar T perm	Employee Employee Employee luggage, etc	Paid Paid  c.)  on rict Policy			int		
Amount Requested from PDC (max 1000):	\$					nount Requ m Other S			\$							
Budgets Numbers:	PD:			I				Oth	er							
				APPRO	OVA	AL SIGNAT	URES	S								
Dept. Chair/Supervisor	Signature(b	elow)	Date	e		Dean/Ma	nage	r Sign	ature	(below)		Date				
PD Committee Signature (below)		Date			Vice President's Signature (below)			(helow)								
PD Committee Signature (below)			Date			vice riesident's Signature (below)				Date						
AMOUNT APPROVED \$																

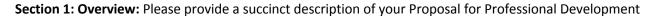
### APPROVED PROPOSAL FORM MUST BE ENTERED IN PEOPLESOFT AND APPROVED PRIOR TO TRAVEL

You will receive a system-generated email notifying you once your travel has been OFFICIALLY approved.

#### MEAL REIMBURSEMENT BREAKDOWN CHART

	MAX AMT/	ENTER MAX AMOUNT ALLOWED FOR EACH QUALIFYING MEAL IN BOXES BELOW FOR EACH DAY OF YOUR TRAVEL										
	MEAL	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7				
Breakfast	10											
Lunch	15											
Dinner	21											
Daily Total	\$46											

## Complete Sections 1-3 for PDC Fund approval only (1000 character limit in each field)



**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:** <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 2013 – 2020 Strategic Plan Goals

- I: Provide educational programs and services that are responsive to change and support student learning and success.
- II: Deliver educational programs and services in formats and at locations that meet student needs.
- III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
- IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.