

SAN DIEGO MIRAMAR COLLEGE **Travel and Professional Development Proposal Form**
Request for Funds

- If requesting travel funds attach all **supporting documents** (Conference Itinerary, Hotel, Registration Fee, Airfare, & Mileage Map).
- Professional Development budget requests are due to the committee at least one week prior to their next PDC Meeting for consideration. (See published meeting schedule.) You will be notified by the PDC Co-Chairs of the committee's decision. NOTE: There is a \$1000 maximum/applicant/year.
- Once approved, create a TA in PeopleSoft. Scan and attach this approved form and all support documents along with your TA.

SECTION 1: Is Funding Source from outside the PD Committee? Yes No **Source:**

First Name:	Last Name:	Empl. ID:	Today's Date:
Position Title:	Dept.	Telephone:	
Email Address		Substitute Needed	Yes No
Organizational Sponsor:		Member of Organization	Yes No

SECTION 2: Select Appropriate Request Avenue

Title of Proposed Activity				
Travel/Conference	Event	Project	Presentation	Other

SECTION 3: to be completed for Travel/Conference expenses only

Travel Inclusive dates:	From:	To	Conference Name, City and State:		
REMEMBER: You need to attach all Supporting Documents to this form	Detailed Expense Items				\$ Amount
	Mileage: From Miramar College	Total Round Trip Miles (rounded to nearest whole number)			0.545 x RT Miles \$
	Registration Fee	Pre-Pay (District)	<i>Prepays require a minimum of 4/wks processing time</i>	Employee Paid	\$
	Airfare	Pre-Pay (District)	<i>processing time</i>	Employee Paid	\$
	Hotel/Lodging	Pre-Pay (District)		Employee Paid	\$
	Auto Rental				\$
	Miscellaneous	Estimated costs (taxi, shuttle, parking, luggage, gas for rental car, etc.)			\$
	Internet	For college business			\$
	Max for meals NOT included at Conference*	Breakfast: \$10.00	Lunch: \$15.00	Dinner: \$21.00	\$
	* Meal reimbursement for travel within San Diego County is NOT permitted.				
Total Funds Requested:				\$	
Total Amount Requested from PDC:	\$	Funds Requested from Other Source (list below):			\$
Budget Numbers:	PD:	Fund	Dept	Product	Other Fund Dept Product

APPROVAL SIGNATURES

Dept. Chair/Supervisor Signature (below)	Date	Dean/Manager Signature (below)	Date
PD Committee Signature (below)	Date	Percent Funded	% Total \$
Vice President's Signature (right)			Date

TRAVEL AUTHORIZATION MUST BE ENTERED IN PEOPLESOFT AND APPROVED PRIOR TO TRAVEL
 You will receive a system-generated email notifying you once your travel has been approved.

Complete this page for PDC approval only (200 word limit in each field)

Overview: Please provide a succinct description of your Proposal for Professional Development.

Goals: Please describe how your involvement in this request would support the College Mission and/or the Strategic Goals of Miramar College.

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 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.