

**2020-2021 Request for Conference and Workshop Funding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROCESS** | | | | |
| **Complete the following application and submit it to the Professional Development Coordinator, Candace Lynch, via email: clynch@noce.edu.**  **Checklist:**  **□** I have communicated with my Program Director/Supervisor to determine if there are other funds available to cover all or part of the cost of attending the event. If partial funds are available, please indicate the amount:  Program/Grant Funds available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **□** If I am a presenter, I have attached an official invitation, e-mail confirmation or conference program showing my name.  **□** I have attached a copy/print out of the conference web page, flyer, announcement or invitation that indicates registration fees and conference details (dates, location, etc.)  **□** I have attached copies/print outs that indicate the estimated or actual cost of:   * Lodging (including taxes and fees) * Transportation (including taxes and fees) | | | | |
| **General Information** | | | | |
| **Your Name:** |  | | | |
| **Position (circle or underline):** | Faculty Classified | **Banner #** | |  |
| **Position Title and Department:** |  | | | |
| **Name of Organization or Group sponsoring the activity/event (no abbreviations):** | | | | |
| **Title of the activity/event:** | | | | |
| **Dates of the activity/event (including travel time):**  From: To: | | | | |
| **Location of the activity/event:**  City: State:  Please be advised that travel to the following states for California state employees is not supported by the State of California Department of Justice:  AL, KS, KY, MS, NC, OK, SC, SD, TN, TX. | | | | |
| **Qualifications for Funding:** Requests for funding must advance the Vision and Mission of NOCE and meet an authorized use of professional development funds according to Section 87153 of the Education Code. All travel outside of the US must be NOCCCD Board approved before funding can be considered. | | | | |
| **NOCE Vision Statement:** NOCE has a comprehensive presence in the community and is recognized for excellence. NOCE embraces multiple facets of diversity and is committed to outcome-oriented educational opportunities in preparing students for productive civic engagement. NOCE is an effective and affordable option for students who are acquiring personal, academic, and career skills. NOCE is responsive to evolving community needs.  **NOCE Mission Statement:** Our mission is to serve the needs of individuals, business, and the community, we educate a diverse student population in successive essential skills that support learning goals across the lifespan. | | | | |
| **Select the authorized uses of funding that best support your request and the Vision and Mission of NOCE (check all that apply):**  **□** Improvement of teaching  **□** Maintenance of current academic and technical knowledge and skills  **□** In-service training for vocational education and employment preparation programs  **□** Re-training to meet changing institutional needs  **□** Intersegmental exchange programs (For example: transitions, retention, persistence, etc.)  **□** Development of innovations in instructional or administrative techniques and program effectiveness  **□** Computer and technological proficiency programs  **□** Courses and training implementing affirmative action and upward mobility programs  **□** Other activities determined to be related to education and professional development | | | | |
| **Justification for Request:** Briefly describe the objective of this activity/event and how it will advance the Vision and Mission of NOCE as well as improve or enrich specific tasks you fulfill at NOCE. Your justification will be used to judge the merit of your application for funding. | | | | |
| **Dissemination of Information:** Briefly describe your plan to disseminate the information learned from this activity/event to colleagues at NOCE: | | | | |
| **Expenses:** District travel procedures require that you fill out the information below **completely**. Documentation (conference, hotel and transportation information that clearly indicates amounts) must be attached for the application to be considered). Professional Development will **attempt** to fund full conference registration fees. Transportation and lodging expenses may be partially funded depending on available funds. Meals will follow the District per diem guidelines. Please indicate details when possible. **See instructions on pages 4-5 for help.** | | | | |
| **Conference Registration**  Additional details:  Please make every attempt to register during “early bird” registration periods. | | | **Amount:** | |
| **Lodging/Hotel Accommodations** (include additional charges, taxes and fees)  Additional details:  Please see instructions on page 4 for guidelines on lodging. | | | **Amount:** | |
| **Transportation**  Additional details:  For mileage info, see instructions on page 5. | | | **Amount:** | |
| **Meals** (include per diem rate for any meals that are not covered by the event):  List meals being covered:  For meals info, see instructions on page 5. | | | **Amount** | |
| **Identify any other sources of funding for this activity/event and enter the amount.**  List the source and Requisition (RQ) number if available: | | | **(Amount – To Subtract):** | |
| **Total Amount Requested:** | | | **Total:** | |
|  | | | | |

**SIGNATURES**

**Applicant’s Signature Date**

**Immediate Management Supervisor (IMS):** Please verify the following by initialing each applicable statement. Then sign and date the form.

I have identified additional sources of funding that can help support this request and have provided the source name and RQ number above.

OR

I have determined that the department/program does not have any other

source of funding that could support this request.

I verify that I have reviewed this request for completeness.

**Signature of IMS Date**

**Instructions for Completing the NOCE Application for Professional Development Funding:**

1. Download or print the application and complete all sections thoroughly. Incomplete applications will be returned to the sender and not considered until complete.
2. In the Expenses section, be sure to add in any taxes and fees with regards to lodging and transportation as the District will only reimburse up to the amount requested. It is okay to overestimate; the amount will be adjusted when you submit the actual receipts. Calling hotels to find out if there are additional city taxes or other fees will help you get a closer estimate of the full cost. If you are driving, use Google maps to document mileage, and the trip must be calculated from your work site to the event.
   1. **Lodging**: Please make every attempt to find reasonable accommodations; the NOCE Professional Development Committee has set a “loose cap” of $250 per night for a hotel. In addition, this language about the nights the District will reimburse lodging appears on the Board Policy related to Travel (BP 6360 Travel) “Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity.”

**Link to Board Policy 6360 Travel**:

<http://www.nocccd.edu/files/6360bpfinalrevisedbot11-22-11_88908.pdf>

| Effective 1/1/19 (new method) | |  | |
| --- | --- | --- | --- |
| Meal | Low Cities | | High Cities |
| Breakfast | $14.00 | | $17.00 |
| Lunch | $16.00 | | $18.00 |
| Dinner | $25.00 | | $31.00 |
| Incidental Expense | $5.00 | | $5.00 |

The District has a Hotel Tax Exempt Form on their Accounts Payable website which you could use to assist in requesting that certain hotel taxes be waived since you are functioning as a representative of the District while travelling.

**Link to Hotel Tax Exempt Form**:

<http://www.nocccd.edu/files/hotel-motel-occupancy-tax-waiver-form_62225.pdf>

* 1. **Transportation**: Please make every attempt to find reasonable transportation, and booking flights early will help.
     1. **Mileage**: Mileage is paid to compensate the driver for additional miles accrued for travelling to an event beyond what the employee would commute to work from home. Here is the language from the District’s Accounts Payable website with regards to mileage:

**Mileage**:   
Effective January 1, 2019: 58 cents per mile

The mileage rate applies to the time period in which the miles are driven and not the date in which the miles are claimed for reimbursement. We will adjust all mileage claims to ensure that each employee is reimbursed the appropriate rate based on the date driven.

* 1. **Meals**: Please go onto the District’s Accounts Payable website and click on the Reimbursement Rates link for detailed information and further explanation.
     1. Link:

<http://www.nocccd.edu/reimbursement-rates>

1. Attach all documentation that supports your expenses to your application. Any applications received without complete documentation will be returned to the sender and not considered until complete.
2. Submit the complete application to your IMS (Immediate Management Supervisor) for review and signature.
3. Once reviewed and signed by the IMS, send the application and all supporting documents to the Professional Development Coordinator (Candace Lynch- Wilshire).
4. You will receive an email confirmation that your application has been received. In that email, you will be informed of the timeline for the Professional Development Committee’s review of and decision regarding your application. If approved, you will receive instructions for completing and submitting the District’s *Travel Expense Report*. This report must include the final costs and provide original receipts that show payment for all expenses. You and your IMS must sign the form. It will be turned in, along with receipts and documentation, to Terry Cox or Michelle Tee in the NOCE Budget Office at AC 2nd floor.
5. Contact the Professional Development Coordinator (Candace Lynch at [clynch@noce.edu](mailto:clynch@noce.edu)) with any questions.
6. Link:
   1. NOCCCD Accounts Payable “Transportation and Travel Procedures” Webpage (for Travel Expense Report, Hotel Tax Exempt Form, Mileage information and reimbursement rates):

<http://nocccd.edu/transportation-and-travel-procedures-218>