

2022-2023 Request for Conference and Workshop Funding

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| PROCESS |
| **Complete the following application and submit it to the Professional Development Coordinator, Candace Lynch, via email:** [**clynch@noce.edu**](file:///C%3A%5CUsers%5Cclynch%5CDownloads%5Cclynch%40noce.edu)**.****Checklist**[ ] I have communicated with my Program Dean, Director or Manager (IMS) 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: Click or tap here to enter text.[ ] 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)
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| GENERAL INFORMATION |
| Your Name | Click or tap here to enter text. |
| Position  | [ ]  Faculty [ ]  Classified | Banner # | Click or tap here to enter text. |
| Position Title & Department | Click or tap here to enter text. |
| Name of Organization or Group sponsoring the activity/event (no abbreviations):Click or tap here to enter text. |
| Title of the activity/eventClick or tap here to enter text.If you are applying for funds to take a class, please refer to the Applying for Funds to Take a Class: section of this document for further instructions. |
| Dates of the activity/event (including travel time)  From: Click or tap to enter a date. To: Click or tap to enter a date. |
| Location of the activity/event  Click or tap here to enter text.City: Click or tap here to enter text. State: Click or tap here to enter text.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 FundingRequests 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. |

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| NOCE MissionNOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success. NOCE VisionNOCE commits to enriching lives through education to meet the evolving needs of the community.  |
| 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: |

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| 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 the Instructions section starting on page 5 for help.** |
| Conference RegistrationThe ProD Committee reserves the right to only fund early bird registration costs when offered by the event. Please include justification for later registration fees for the committee's consideration.Click or tap here to enter text. | AmountClick or tap here to enter text. |
| Lodging/Hotel Accommodations (Include additional charges, taxes and fees)Click or tap here to enter text.Additional detailsClick or tap here to enter text.Please see instructions for **Lodging/Hotel Accommodations** for guidelines on lodging. | AmountClick or tap here to enter text. |
| TransportationAdditional detailsClick or tap here to enter text.Please see the instructions for **Transportation**. | AmountClick or tap here to enter text. |
| Meals(Include per diem rate for any meals that are not covered by the event)Click or tap here to enter text.List meals being coveredPlease see instructions for **Meals** | AmountClick or tap here to enter text. |
| Identify any other sources of funding for this activity/event and enter the amount.Click or tap here to enter text.List the source and Requisition (RQ) number if available: Click or tap here to enter text. | (Amount To Subtract)Click or tap here to enter text. |
| Total Amount RequestedClick or tap here to enter text. | TotalClick or tap here to enter text. |
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# SIGNATURES

 Click or tap to enter a date.

**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.

 Click or tap to enter a date.

**Signature of IMS Date**

**Note: The ProD Committee will consider funding 1-2 applicants to attend the same out-of-town conference/event (one where lodging is requested) and 2-5 applicants to attend the same in-town conference (one where lodging is not needed/requested) depending on availability of funding. Applications are funded on a first come, first served basis; however, preference will be given to an applicant who has not yet utilized ProD funding for that academic year over someone who already has.**

# 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 and approved. 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.
3. **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.”
	1. [Board Policy 6360 Travel](http://www.nocccd.edu/files/6360bpfinalrevisedbot11-22-11_88908.pdf)
	2. 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. [Hotel Tax Exempt Form](http://www.nocccd.edu/files/hotel-motel-occupancy-tax-waiver-form_62225.pdf)
	3. The ProD Committee will consider lodging requests when mileage one way from the worksite exceeds 50 miles. The ProD Committee reserves the right to fully approve, partially approve, or deny lodging requests based on the following factors: 1) availability of ProD funds and 2) overall cost of the application.
4. **Transportation**: Please make every attempt to find reasonable transportation, and booking flights early will help. Many hotels near convention centers have airport shuttles, and we ask that applicants look into those free and low-cost options whenever possible. The ProD Committee reserves the right to only partially fund transportation costs based on the availability of ProD funds as well as the overall cost of the application.
5. **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. Please use the following link to the District’s Account Payable website where the current mileage reimbursement rate is published to determine your mileage costs: [NOCCCD Mileage Reimbursement Info and Rates](https://nocccd.edu/mileage-reimbursements)
	1. Here is the language from the District’s Accounts Payable website with regards to mileage:

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. The ProD Committee will review the cost of mileage in comparison to reasonable flights when the travel distance could be accommodated by either. If it is deemed that the cost of mileage is excessive, the ProD Committee reserves the right to deny the request for mileage reimbursement.
1. **Meals**: The ProD Committee will consider paying for meals when the conference is out-of-town and lodging is also requested and approved. Please go onto the District’s Accounts Payable website and click on the Reimbursement Rates link for detailed information and further explanation: [NOCCCD Meal Reimbursement Rates](https://nocccd.edu/reimbursement-rates)
2. **Documentation:** 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.
3. Submit the complete application to your IMS (Immediate Management Supervisor) for review and signature.
4. Once reviewed and signed by the IMS, send the application and all supporting documents to the Professional Development Coordinator (Candace Lynch, [clynch@noce.edu](file:///C%3A%5CUsers%5Cclynch%5CDownloads%5Cclynch%40noce.edu)).
5. **Travel Expense Report:** You will receive an email confirmation once your application has been reviewed by the committee. If approved, you will receive instructions for completing and submitting the District’s [*Travel Expense Report*](https://nocccd.edu/files/travel-expense-report-10222021-revised_34409.zip). 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 in the NOCE Budget Office at AC 2nd floor.
	1. [NOCCCD Accounts Payable Transportation and Travel Procedures](https://nocccd.edu/transportation-and-travel-procedures-218) lists Travel Expense Report, Hotel Tax Exempt Form, Mileage information and reimbursement rates

Contact the Professional Development Coordinator (Candace Lynch at clynch@noce.edu) with any questions.

# Applying for Funds to Take a Class:

The NOCE ProD Committee will consider paying up to 50% of the course fees provided that the course meets the qualifications for funding listed on page 2 of this document, the course being taken cannot be used for a salary stipend or increase, the justification is appropriate to the vision and mission of NOCE, and the course applies to the applicant’s job description at NOCE.