

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDING

INSTRUCTIONS

Please complete the following application to request funding for conferences and workshops. Please submit it to the Professional Development Chair ProDChair@noce.edu.

PROCESS

- Communicate with your department head/IMS to establish whether there are funds available to cover all or part of the cost of attending the event.
- Fill out this application
- Include all the required documents for registration, transportation, lodging, mileage, etc.
- Obtain the IMS's signature
- Submit to the application and supporting documents to ProDChair@noce.edu
- The application will be reviewed at the following ProD Committee Meeting.
- If approved, a Funding Approval letter will be emailed to you.
- After the event, fill out the Travel Expense Report and submit all receipts to Administrative Services.

APPLICANT INFORMATION

Full Legal Name:

Banner #:

Position:

Classified

Faculty

Management

Other

Position Title:

Department:

Name of Admin. Assistant:

Admin. Assistant Email:

EVENT INFORMATION

Name of Organization or Group Sponsoring the Activity/Event (No Abbreviations):

Title of the Activity /Event:

Dates of the Activity /Event (Including Travel Days): From:

To:

Location of the Activity/Event: City:

State:

QUALIFICATIONS FOR FUNDING REQUESTS

Qualifications 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.

MISSION AND VISION

NOCE MISSION

NOCE 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 VISION

NOCE commits to enriching lives through education to meet the evolving needs of the community.

AUTHORIZED USES OF FUNDING

Please 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

Please select one or more of the dissemination methods below.

- Reporting findings to the department
- Teaching courses/curriculum development
- Establishing/Participating in a learning community
- Presenting at a professional and/or leadership development activity
- Sharing/Creating resources that are distributed with others

Please describe any other dissemination methods:

[Click or tap here to enter text.](#)

EXPENSES

INSTRUCTIONS

For ProD purposes, please fill out the information **completely**. Expenses can be estimated but should have supporting documentation included. The ProD Committee 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's per diem guidelines. Please use the link to the Travel Expense Report below for your estimated amounts.

Note: Please make sure that the final TER includes the actual expenses along with the original receipts before submitting for final approval to the Administrative Services.

BOARD POLICIES RELATED TO TRAVEL

- District's [Transportation and Procedures](#) includes procedures, [Travel Expense Report](#), and pre-payment requests.
- District's [Reimbursement Rates](#) includes mileage and per diem rates
- The Board Policy [7400 Travel and Conference Attendance](#) and the [AP 7400](#)
- The [Hotel Tax Exempt form](#) - certain hotel taxes can be waived when functioning as a representative of the District while travelling.
- [Business Necessity Form](#) - exceptions to the Administrative Procedure may be warranted when there is business necessity. Business necessity means the expense is still ordinary, reasonable, practicable and provides a direct benefit to the District or Campus.

ESTIMATED TRAVEL AND CONFERENCE EXPENSES

Please enter the expenses for which you wish to be reimbursed. If it is not applicable, please enter "0"

Registration costs

Lodging cost

Airfare cost

Transportation (ride share/shuttle/rental)

Mileage (Round trip miles x rate)

Parking cost

Breakfast meals (quantity x high/low city breakfast rate)

Lunch meals (quantity x high/low city lunch rate)

Dinner meals (quantity x high/low city dinner rate)

Incidental expenses (GSA per diem rate)

Total amount of funding requested

CHECKLIST

Please review the item below and check the boxes to certify that you have verified the following:

I have communicated with my Immediate Management Supervisor (IMS) to determine if there are other funds available to cover all or part of the cost of attending the event and have indicated it in the next section.

If I am a presenter, I have attached an official invitation, e-mail confirmation or conference program showing my name.

I have attached the conference agenda, web site announcement, or invitation that indicates registration fees and conference details (dates, location, agenda, and registration costs.)

I have attached copies that indicate the estimated or actual cost of:

- Registration (including early bird pricing, pre-conference sessions, etc.)
- Lodging (including taxes and fees)
- Transportation (including taxes and fees)

I have included all the supporting documentation and the application.

I have obtained the signature of my IMS before submitting the application package to the ProD Committee.

SIGNATURES

Please verify that you have reviewed the application for completeness by signing and dating below.

Applicant's Signature:

Date:

IMMEDIATE MANAGEMENT SUPERVISOR (IMS):

Please verify the following by checking the box for 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:

RQ number:

OR

I have determined that the department/program does not have any other source of funding that could support this request.

Signature of IMS:

Date:

FINAL 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 has received funding for the academic year.