SAN DIEGO MIRAMAR COLLEGE Travel and Professional Development Proposal Form

Request for Funds

- If requesting travel funds attach all supporting documents (Hotel, registration fee, airfare, mileage map, conference agenda).
- 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 outside the PD Committee? ◯ Yes ◯ No **Source:**

First Name:		Last Name:		Empl. ID #:		Date:	
Job Title:		Email:		Mgr:		Dept.	
Phone:		Cell:		Is a Sub Needed?	◯ Yes ◯ No		
Organizational Sponsor:				Member of Organization	◯ Yes ◯ No		

SECTION 2: Select Appropriate Request Avenue

Title of Activity				
◯ Travel/Conference	◯ Event	◯ Project	◯ Presentation	◯ Other

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

Travel Inclusive dates:	From:		To:	Conference Name:	

Attach all Supporting Documents to this request before turning it in for approval:	**Detailed Expense Items**				**$ Amount**
	Mileage: Distance from **Miramar** College to Event	Current reimbursement rate 0.545 X RT Miles **Enter Total Round Trip Miles** (rounded to nearest whole number)	0		0.00
	Registration Fee	◯ Pre-Pay (District)	◯ Employee Paid		
	Airfare	◯ Pre-Pay (District)	◯ Employee Paid		
	Hotel/Lodging	◯ Pre-Pay (District)	◯ Employee Paid		
	Auto Rental				
	Gas for Rental				
	Miscellaneous	Estimated costs (taxi, shuttle, parking, luggage, etc.)			
	Internet	For college business only			
	Maximum 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 per District Policy				
				Total Travel Expenses:	0.00

Total Amount Requested from PDC:	$	Amount Requested from Other Source:	$
Budgets Numbers:	PD:		Other

APPROVAL SIGNATURES

Dept. Chair/Supervisor Signature(below)	**Date**	**Dean/Manager Signature (below)**	**Date**
PD Committee Signature (below)	**Date**	Vice President'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.

Complete this page for PDC approval only (1000 character 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.