**Blinn College**

**Professional Development Funding Request**

Procedure for requesting funding:

1. Fill out the form below. Be as detailed as possible.
2. E-mail your completed proposal to your supervisor. Supervisors should then complete the approval and reasons for funding sections and send an e-mail with the attached proposal to Collin Rohrbaugh, PDFC Chair, collin.rohrbaugh@blinn.edu.
3. If you are given an advance for the trip, you must turn in your expense form, in Chrome River, within 10 days of the activity.
4. Schedule a presentation of the information learned for your department or division.

**Blinn College**

**Professional Development Funding Request**

**Name of Applicant:**

**Faculty/Staff:**

**Applicant’s Campus:**

**Applicant’s Division:**

**Name of Activity:**

**Location of Activity:**

**Dates of Activity:**

**Dates of Travel - Departing:**       **Returning:**

**Conference Web Site:**

**Total Amount Requested:** **$0.00**

1. Please provide a description of the conference or activity. (You can give your own description, or provide an official description from the activity’s website.)

1. Describe how the activity will benefit your teaching and/or improve your service within your division. Why is it important that you attend this particular event? Is the activity required for teachers in your field? (If Blinn colleagues are planning to attend the same activity, you must provide individualized justifications. Forms with identical justifications will be rejected automatically.)

1. Explain how many classes will be missed and what arrangements have been made to accommodate students in these classes.

1. Explain why PDFC funding is being requested for this activity.

1. Activity Cost: The Committee asks that you be cost-efficient but also that you request all that the PDFC will cover; i.e. let the Committee decide if particular costs are excessive.

(For more information regarding what the PDFC will cover, see the Professional Development Funding Committee guidelines on the faculty home page.)

**To ensure that the total is accurate, please tab through the ENTIRE table.**

|  |  |
| --- | --- |
| **EXPENSE** | **AMOUNT** |
| **Registration Fee****(No late registration fee will be paid)** |  |
| **Blinn Vehicle: Number of days** **x $60.00 per day** | **$0.00** |
| **Personal Vehicle: Number of miles** **x $0.70**For mileage, use Mapquest at [www.mapquest.com](http://www.mapquest.com). For ‘Start’ fill-in your home campus address and for ‘End” fill-in the address of your ultimate destination. **Explanation of Travel:**  | **$0.00** |
| **Airfare- Departing from:**  **Destination:**  |  |
| **Baggage Fee** |  |
| **Hotel (do not include state tax if traveling within Texas)****Number of nights** **x $****per night** | **$0.00** |
| **Meal Allowance Total:** To calculate your meal allowance, go to the GSA Per Diem Rates website at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Search for your destination state and city; if the city is not listed, use the Standard Rate for the state. Use the M&IE Total Rate for each day of travel except the first and last; use the First & Last Day of Travel Rate for those two days. |  |
| **Airport Parking (maximum $8.00 per day)- Days of parking** **x $** **per day** | **$0.00** |
| **Hotel/Convention Parking- Days of parking** **x $****per day** | **$0.00** |
| **Taxi/Shuttle (to and from airport)** |  |
| **Rental Car: Days of rental** **x $****per day****Explanation for rental car requirement**  | **$0.00** |
| **Other (explanation required):** |  |
| **Total Travel/Activity Expenses****(to ensure that the total is accurate, please tab through the ENTIRE table)** | **$0.00** |
| **Contribution from Division and/or Travel Allowance****[Amount being applied toward this activity- use a negative (-)]** |  |
| **Total Requested from PDFC** | **$0.00** |

**Now have your supervisor fill in the next page.**

**Supervisor’s Approval:** The PDFC will not consider a proposal without **ALL THREE** of the following:

1. A note of approval from the employee’s supervisor (budget director or director’s designee)
2. Reasons why the supervisor thinks it is important for this applicant to attend this specific event.
3. Reasons why the applicant’s expenses could NOT be covered fully by the departmental travel and conference budget.

**Supervisor’s Checklist**

Before approving this proposal, please consider the following:

1. Can the proposed activity be funded through the departmental travel and conference budget BEFORE money is requested through the PDFC?
2. Does the proposal sufficiently describe the activity’s benefits to the faculty member, to your division, and to Blinn College?
3. Do you consider the expenses for the activity reasonable?
4. Does the proposal explain what impact the faculty member’s activity will have on students?
5. Are the dates and location of activities disclosed in the proposal?
6. Is an itemized budget included in the proposal?
7. Has your faculty member told you how information from this activity will be shared with colleagues?
8. Does the proposal address which classes will be missed and how students will be accommodated?

**I****(Name)/****(Title), approve of this request.**

Note of Support:

Reasons for PDFC funding: