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| 1. Am I guaranteed $1800 per year conference and travel funding?
	1. NO. Application for POD funding does not guarantee approval. The Professional Development Council reviews and votes on each individual application using the Funding Criteria, justification statements, and supporting documents.
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| 1. Can I combine multiple sources for funding and/or apply for multiple sources at the same time?
	1. YES. Please note this in the “funding” section of the POD application and include the account string on the Conference and Travel Request/Expense Claim Form.
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| 1. Can I request funding from POD for a repeat conference (one I was funded for in a previous academic year)?
	1. YES. In your justification statement, please describe how repeat attendance at the conference this year is of benefit to your role at the college and how it is different from your past attendance.
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| 1. What should I include in my International Travel Justification Statement?
	1. PDC supports Mt. SAC’s commitment to environmental sustainability. Please explain why traveling internationally is a necessity. Is there a regional conference that could be attended instead? If you are traveling to a common tourist destination, is there a full daily schedule of conference activities that you will attend? If you have previously received funding for international travel, what documents can you attach to show the impact of your prior travel on the college?
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| 1. Can I get reimbursed after the fact for a conference I attended?
	1. NO. POD Conference and Travel Funding is not retroactive. All applications for POD funding must be turned in at least four weeks prior to the conference.
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| 1. If I attended a conference using POD funding earlier this fiscal year, can I apply again for use of the funding?
	1. YES. Employees may apply multiple times for use of POD funds until they reach the $1800 threshold for the fiscal year.
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| 1. Can I attend a conference as part of a group? (Groups - 3 or more)
	1. YES. In some cases, coordinated group conference attendance benefits the college. If you are attending as a group, please submit your applications together. Each applicant completes a Conference and Travel Claim Form and a POD Conference Funding application but only one justification statement needs to be submitted. In your group justification statement please include each person’s name and their role. Explain how expenses will be shared and note if there is a group conference rate. Describe how your group will work together (pre-conference meeting, coordination plan, post-conference meeting).
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| 1. Can I use POD funding to attend a vendor fair or pay my tuition or fees to enroll in an educational program or class elsewhere (such as for a certification?
	1. Highly unlikely. POD Conference and Travel funding does not support off-campus training, attendance at vendor events, participation in trade shows, or tuition and fees for other educational institutions. However, if there are exceptional circumstances necessitating your participation, the Council will review all requests.
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| 1. How much can I spend per day on my meals?
	1. If you do not submit itemized receipts for meals you will be paid at a rate of $30 per day. If you exceed this amount you must submit itemized receipts. A credit card receipt for a meal is not sufficient documentation; it must be itemized. Alcohol cannot be included.
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