### How Much POD Funding is Available to Me?

The Professional Development Council (PDC) may approve up to $1800 per person until all funds for the academic year are exhausted. Employees may apply multiple times until they have reached the $1800 threshold.

### How Do I Get Professional Development Funding for My Conference?

STEP 1: You will create a packet that includes the following three things:

1. [**COMPLETED CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM**](https://www.mtsac.edu/employees/forms/administrative/2018_travel_request.pdf)

* This is the College’s form to generally approve your travel on behalf of the institution and, if you are funded, how you will process your reimbursement.
* It must be signed by your manager and Vice President before being submitted.

1. [**COMPLETED POD CONFERENCE FUNDING APPLICATION**](pod-funding-application.docx)

* This form will be reviewed by PDC to see if it meets funding criteria, so it is important that your request aligns as closely as possible to those criteria.
* Group requests (three or more employees attending the same conference together) require only one justification statement and must be submitted together.

1. **PRINTED SUPPORTING MATERIALS ABOUT THE CONFERENCE**

***(Packets without attached support materials will not be forwarded to PDC for review)***

Brochure or copy of information containing the following:

## Conference Overview

## Date(s), Time(s), Location

## Agenda (If no current agenda is available, use agenda from last year’s conference)

## List which meals are included

## Cost of registration

## Lodging costs

## Any other information pertaining to travel reimbursement

Step 2: Submit your packet to Professional & Organizational Development (POD)

* **It must be received in POD at least four (4) weeks prior to the start of the conference.**
* Application for funding does not guarantee approval.
* PDC will review your documents, make a decision, and contact you with application results.

Step 3: ONCE YOUR TRAVEL IS COMPLETE create a second packet that includes:

1. **ATTENDANCE VERIFICATION**

* Please include a document to verify your attendance at the conference.
* Remember you cannot request Professional Growth Increments/Benefits for any activities/events supported with college funding.

1. **COMPLETED PART B CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM**

* Complete the bottom portion (Part B) of the original Conference and Travel Claim Form that you received back from Fiscal Services with a “T” number.
* Include original itemized receipts for all reimbursement requests.
* Your signature and your Immediate Manager/Supervisor signature is required.

1. **COMPLETED ONLINE POD EVALUATION REPORT**

* This form is required for PDC Review and reimbursement processing.

Step 4: Submit your second packet to POD by June 1st of the Fiscal Year

* POD reviews and submits approved expenses to Fiscal Services for reimbursement.