

**CONFERENCE FUNDING PROCESS****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:**

- A. **COMPLETED CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM** ([Link](#))
- 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.
- B. **COMPLETED POD CONFERENCE FUNDING APPLICATION** ([Link](#))
- 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.
- C. **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:
1. Conference Overview
  2. Date(s), Time(s), Location
  3. Agenda (If no current agenda is available, use agenda from last year's conference)
  4. List which meals are included
  5. Cost of registration
  6. Lodging costs
  7. Any other information pertaining to travel reimbursement

**STEP 2: Submit Your Packet to 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 its decision.

**STEP 3: Once Your Travel is Complete Create A Second Packet That Includes:**

- A. **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.
- B. **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.
- C. **COMPLETED POD EVALUATION REPORT**
- This form is required for PDC Review and reimbursement processing.

**STEP 2: Submit Your Second Packet to POD By June 1**

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