

# CAÑADA COLLEGE PROFESSIONAL DEVELOPMENT APPLICATION

## Classified Staff

Professional Development funds are allocated on a fiscal year basis (July 1 – June 30) and limited to \$1,000 for conferences/workshops and \$1,400 for tuition reimbursement. Applicants will need to identify additional funding for expenses that exceed the limits. Funding is limited; therefore, funding amounts are subject to change. Applications are approved on a first-come, first-serve basis. The amount awarded will be stated at the bottom of the approved application. \*Proof of satisfactory completion of approved coursework with a grade of “C” or better and proof of tuition and textbook payments are required when submitting for tuition reimbursement.

Name:		Position Title:		Today's Date:	
G#:	Division/ Org #:		This professional development opportunity will primarily:		

Conference/Workshop		* Tuition Reimbursement			
Title:		School:			
Date(s): to		Major:		Session/Semester:	
Location (City, State):		Course Title(s)		Units	Dates
Have you attended this conference/workshop before? Y N					
Is this a mandatory training? Y N					
<b>Estimated Expenses (\$1,000 limit)</b>					
Registration					
Lodging		<b>Estimated Tuition Expenses (\$1,400 annual limit)</b>			
Meals (use per-diem worksheet below)		Tuition			
Transportation (Airfare/Taxi/ Ride-Share/Mileage/Tolls/Parking)		Textbooks			
<b>Total Estimated Expenses</b>		<b>Total Estimated Expenses</b>			

For an **ADVANCE check** request, complete and submit the Conference Pre-approval/ Advance Form with this application.

Summarize how this professional development opportunity will benefit you and Cañada College.
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Submit the application to the Business Office at least **30** days prior to the conference date; [CANBusinessOffice@smccd.edu](mailto:CANBusinessOffice@smccd.edu).

**\*\*I have read and understand the procedures of the Professional Development funding application, including the SMCCCD Domestic and/or International travel policies. I agree to the terms and conditions of submitting this application.**

**Employee Signature:	Supervisor Signature:
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----- Professional Development (PD) Committee Approvals -----

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PD Approved Amount:	PD Fund Account # (FOAP):
Remaining balance (Dept. Funds):	Dept. Fund Account # (FOAP):

# Per-Diem Calculation Worksheet

(effective Jan.1,2024)

Employee Name:

Conference Date(s): \_\_\_\_\_ to \_\_\_\_\_

							<b>Total</b>
Date(s)							
Breakfast @ \$15							
Lunch @ \$22							
Dinner @ \$33							
<b>Total</b>							

**Meals**

- 1) **Only** per-diem is permissible for qualified meals during approved travel. All qualified meals are reimbursed at the District set per diem rate and shall not be charged on the District procurement card.
- 2) The current per-diem rate is up to \$70 at the maximum for each day of the trip – please note that taxes, tips and room service charges are included in the per-diem calculation. Partial per-diem reimbursements as noted below shall apply:

Per-diem meal allowance:

Breakfast	\$15
Lunch	\$22
Dinner	\$33

Depending on the travel start and end times, the employee may be entitled to the whole per- diem or just part of it – breakfast, lunch or dinner. For local conferences, the event start and end time will be used to determine the meal per-diem reimbursement.

<b>Event or Flight time</b> starts...employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X	X	X
Between 12 noon and 6pm		X	X
After 6pm			X

<b>Event or Return flight time</b> ends... employee can claim	Breakfast	Lunch	Dinner
Before 12 noon	X		
Between 12 noon and 6pm	X	X	
After 6pm	X	X	X

- 3) Meals included as part of the conference registration fees shall be noted on the Statement of Conference Expense Form and shall be excluded from the per-diem. The employee will not be reimbursed a per-diem for any meals that are included in the cost of registration regardless of whether or not the employee eats the meal. In rare cases when the employee requires special meals due to health conditions, the employee shall be reimbursed only if adequate receipts are provided for any extra meals purchased in lieu of the meals included in the registration fee. When dining with another District employee or agent who receives reimbursement for his/her expenses, if one of the employees covers the cost of the other, the employee who did not pay will have his/her reimbursement adjusted by the per diem portion of that meal.