



The College has limited funding available to Full Time Faculty, Adjunct Faculty, and Classified Professionals for conferences and training. Faculty and Classified Professionals may request up to \$700 per academic year from the Professional Development Travel Fund to support travel to discipline specific and/or job related conferences, training, and workshops. Faculty may request funds AND receive Professional Development Credit for conference attendance. The purpose of the funding is to enrich teaching and learning and/or to enhance skills/knowledge in job applicable skills. Any costs incurred over the \$700 must be covered by the individual(s) applying for the funding or through additional college resources that the requestor(s) must secure separate from this request. In other words, approval of a funding request does not imply approval of any costs over the \$700. The final day to apply for funds to be used this academic year will be May 15th, 2026.

Plan to request funds or make a travel request at least 6 weeks prior to the conference date. Justification to attend the conference, training, or workshop is required. Incomplete requests cannot be processed. You will need to submit the following to your Division Dean / Manager:

- ❖ Conference Attendance/Travel Fund Request form (below)
- ❖ [Off-Campus/Virtual Activity Request Form](#)
- ❖ Use Smartkey 1340002--5210 and indicate *Professional Development*. Dr. Victoria Rodriguez should be listed as "Cost Center Manager"
- ❖ Documentation regarding the professional value of the conference:
 - Link to Conference Website that includes: Name and description of conference, Conference Dates, Conference Location, Agenda Activity including the description of offerings. Meals cannot be reimbursed from this fund.
 - Documentation of Costs (if making a funding request) including:
 - Conference Registration Fees
 - Lodging reservation quote (including cost of parking)
 - Transportation quote (Google Maps, and/or flight, train, shuttle, ride share etc.)
 - Note: GCCCD mileage rate for 2025 is 0.70 cents per mile.
 - Note: Meals cannot be reimbursed from this fund.

Routing Information

- ❖ Submit the PD Fund Request Form to your Division Dean/Supervisor for their signature.
- ❖ Attach the signed PD Fund Request Form to the [Off Campus Travel Request Form](#) under the Budget Section.
- ❖ The Professional Development Office will do a budget check in order to approve the request.
- ❖ Once approved, the request will be routed to President's cabinet for approval to travel.
- ❖ Once your travel request has been approved, you will receive an email communication from the Grossmont Business Communications Services office (grossmontbcs@gcccd.edu) with your approved travel request.
*Please know the process can take 4 to 6 weeks. Please be advised that travel is NOT approved until you the approved paperwork is returned.

To be reimbursed for Travel, submit the following **within two weeks after travel is completed**:

- ❖ Report on Conference Attendance submitted to: https://gcccd.co1.qualtrics.com/jfe/form/SV_cx3r3s1Sp7zhJLo
- ❖ Create an Expense Report in Workday (Please see the Expense Report training manual available in Workday)
- ❖ Upload the following items to your expense report
 - Copy of approved *Request for Attendance at Off-Campus Activity* form received from grossmontbcs@gcccd.edu
 - Transportation –Google Maps for mileage (.70 per mile), and/or ride share receipts
 - Scanned copies of parking receipts
 - Other original itemized receipts as approved
 - ***Please note that personal reimbursements will now **only** be accepted for mileage, parking fees, ride share expenses, wi-fi, and food per diems (when funding allows). Please [review this document](#) for more information.
- ❖ Professional Development funding does not cover food expenses however other funding sources do - so please note alcoholic beverages may not be reimbursed and such items **may not appear on receipts**, please request a separate receipt for items you wish to be reimbursed for. Please only submit information/documentation for reimbursable expenses that were approved.

Conference Attendance/Travel Fund Request Form



GROSSMONT COLLEGE

the office of professional development

faculty professional development committee

classified staff professional development committee

collegewide professional development committee



Name _____

Date _____

Department _____ Division/Unit _____

Full time Faculty

Adjunct Faculty

Classified Staff

I am requesting funds from the Professional Development Travel Fund
(Please identify request amount below)

Travel _____

Conference Registration _____

Lodging _____

Other _____

Total PD Funds Requested _____

I plan to use attendance at this conference to satisfy my professional development obligation
(Please indicate number of hours requested. 6 hours per day maximum)

I will be requesting a substitute

Conference Attendance Policy/Procedures:

1. Submit application for funding and all documentation at least six weeks prior to conference date.
2. \$700 maximum reimbursement per academic year for full time faculty, adjunct faculty, and classified professionals. Faculty conferences must be in discipline, discipline related, curriculum methods, or approved training. Classified conferences must be related to job description and approved by the unit manager.
3. Submit all required forms via the Off Campus Request Form and make sure to route to the Division Dean's Office at least **six weeks prior to the conference start date**. Late submittals must include a written justification explaining the delay and may not be processed.
4. If request is denied, applicant will be informed of the denial by the appropriate Committee Chair and will be given the opportunity to appeal.
5. A Report on Conference Attendance is required for reimbursement. This Report must be submitted to the Office of Professional Development within two weeks of travel. Travel Expense Claims should be submitted in Workday.

I Have Read the Policy and Agree to the Procedures Above

Print Name _____

Signature _____

Date _____

Supervisor / Dean Signature _____

Date _____

Action Taken (to be completed by the Professional Development Office):

Approved on: _____ Reimbursement Amount: _____

Denied on: _____ Reason for Denial: _____

Appealed on: _____ Outcome of Appeal: _____

Signatures: _____



OFF-CAMPUS / VIRTUAL ACTIVITY REQUEST

This form must be submitted at least 4-weeks in advance. No reservations may be booked until the off-campus is fully approved. Reimbursement is no longer allowed on travel aside from a few misc fees, please reach out to grossmont.bcs@gcccd.edu for booking and travel questions. If this request requires Chancellor's approval, please use the District version of the Off-Campus/Virtual Activity Request Form.

Traveler Name		Org. Hosting Event	
Department		Destination Address	
Position Title			
Event Title			
Travel Dates/Times	Conference Dates/Times		
Lodging - Lodging quote must be attached with off-campus request.			\$
Check in/Check out	Room rate/night (include taxes/fees):		
Meals per Diem	\$		
# of Half Days (\$30/day)	# of Full Days (\$60/day)		
Half days are any day where the traveler returns before 4:30pm or is attending a conference within San Diego County.			
Airfare - Preferred flight information must be attached with off-campus request.			\$
Name as on ID			
Gender as on ID			
Date of Birth			
Mileage	\$		
Estimated miles/day	<u>Multiply estimated miles x GSA rates</u>		
Ride Share & Car Rentals			\$
Ride Share	<input type="checkbox"/>	\$	
Car Rental	<input type="checkbox"/>	\$	Attach quote for car rental.
Registration	\$		
Registration Link:			
Please attach a conference agenda AND any answers to registration questions.			
Misc Fees - see TR1 guidelines for more information			\$
Parking Fees	\$	Baggage Fees	\$
Toll Fees	\$	Hotel Wi-Fi	\$
Total Cost	\$		
Smartkey 1	\$	Notes:	
Smartkey 2	\$		
Smartkey 3	\$		

Traveler's signature indicates that he/she is aware of the travel policies of Grossmont-Cuyamaca Community College District and understands that this authorization is granted subject to conformity with said policies. To the best of traveler's knowledge, costs reflect the most economical and efficient means of travel.

Traveler		Date
Dean/Supervisor		Date
Cost Center Manager		Date
PD Funding		Date
Department VP		Date
Budget Review		Date
VPAS		Date
President		Date

[TR1 - Travel Operating Procedures 05/19/2025](#)

[GC Travel Memo 07/01/2025](#)