



2024-2025 Request for Conference and Workshop Funding

PROCESS

Complete the following application and submit it to the Professional Development Coordinator, Erin Sherard, via email: esherard@noce.edu.

CHECKLIST

- I have communicated with my Immediate Management Supervisor (IMS) to determine if there are other funds available to cover all or part of the cost of attending the event.
- If I am a presenter, I have attached an official invitation, e-mail confirmation or conference program showing my name.
- I have attached a copy/print out of the conference web page, flyer, announcement or invitation that indicates registration fees and conference details (dates, location, etc.)
- I have attached copies/print outs that indicate the estimated or actual cost of:
 - o Lodging (including taxes and fees)
 - o Transportation (including taxes and fees)

GENERAL INFORMATION

YOUR NAME

POSITION

Faculty

Classified

BANNER #

POSITION TITLE & DEPARTMENT

NAME OF ORGANIZATION OR GROUP SPONSORING THE ACTIVITY/EVENT (NO ABBREVIATIONS):

TITLE OF THE ACTIVITY/EVENT

If you are applying for funds to take a class, please refer to the Applying for Funds to Take a Class: section of this document for further instructions.

DATES OF THE ACTIVITY/EVENT (INCLUDING TRAVEL TIME)

From:

To:

LOCATION OF THE ACTIVITY/EVENT

City:

State:

Qualifications for Funding Requests for funding must advance the Vision and Mission of NOCE and meet an authorized use of professional development funds according to Section 87153 of the Education Code. All travel outside of the US must be NOCCCD Board approved before funding can be considered.

NOCE MISSION

NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

NOCE VISION

NOCE commits to enriching lives through education to meet the evolving needs of the community.

SELECT THE AUTHORIZED USES OF FUNDING THAT BEST SUPPORT YOUR REQUEST AND THE VISION AND MISSION OF NOCE (CHECK ALL THAT APPLY)

- Improvement of teaching
- Maintenance of current academic and technical knowledge and skills
- In-service training for vocational education and employment preparation programs
- Re-training to meet changing institutional needs
- Intersegmental exchange programs (For example: transitions, retention, persistence, etc.)
- Development of innovations in instructional or administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training implementing affirmative action and upward mobility programs
- Other activities determined to be related to education and professional development

JUSTIFICATION FOR REQUEST

Briefly describe the objective of this activity/event and how it will advance the Vision and Mission of NOCE as well as improve or enrich specific tasks you fulfill at NOCE. Your justification will be used to judge the merit of your application for funding.

DISSEMINATION OF INFORMATION

Briefly describe your plan to disseminate the information learned from this activity/event to colleagues at NOCE:

EXPENSES

District travel procedures require that you fill out the information below **completely**. Documentation (conference, hotel and transportation information that clearly indicates amounts) must be attached for the application to be considered). Professional Development will **attempt** to fund full conference registration fees. Transportation and lodging expenses may be partially funded depending on available funds. Meals will follow the District per diem guidelines. Please indicate details when possible. **See the Instructions section starting on page 5 for help.**

CONFERENCE REGISTRATION The ProD Committee reserves the right to only fund early bird registration costs when offered by the event. Please include justification for later registration fees for the committee's consideration.	AMOUNT
LODGING/HOTEL ACCOMMODATIONS (Include additional charges, taxes and fees) Additional details Please see instructions for Lodging/Hotel Accommodations for guidelines on lodging.	AMOUNT
TRANSPORTATION Additional details Please see the instructions for Transportation .	AMOUNT
MILEAGE Additional details	AMOUNT
MEALS (Include per diem rate for any meals that are not covered by the event) List meals being covered Please see instructions for Meals	AMOUNT
IDENTIFY ANY OTHER SOURCES OF FUNDING FOR THIS ACTIVITY/EVENT AND ENTER THE AMOUNT.	(AMOUNT TO SUBTRACT)
TOTAL AMOUNT REQUESTED	TOTAL

SIGNATURES

Applicant's Signature

Date

Immediate Management Supervisor (IMS): Please verify the following by initialing each applicable statement. Then sign and date the form.

I have identified additional sources of funding that can help support this request and have provided the source name and RQ number above.

OR

I have determined that the department/program does not have any other source of funding that could support this request.

I verify that I have reviewed this request for completeness.

Signature of IMS

Date

Note: The ProD Committee will consider funding 1-2 applicants to attend the same out-of-town conference/event (one where lodging is requested) and 2-5 applicants to attend the same in-town conference (one where lodging is not needed/requested) depending on availability of funding. Applications are funded on a first come, first served basis; however, preference will be given to an applicant who has not yet utilized ProD funding for that academic year over someone who already has.

Instructions for Completing the NOCE Application for Professional Development Funding:

- 1) Download or print the application and complete all sections thoroughly. Incomplete applications will be returned to the sender and not considered until complete.
- 2) In the **Expenses** section, be sure to add in any taxes and fees with regards to lodging and transportation as the District will only reimburse up to the amount requested and approved. It is okay to overestimate; the amount will be adjusted when you submit the actual receipts. Calling hotels to find out if there are additional city taxes or other fees will help you get a closer estimate of the full cost. If you are driving, use Google maps to document mileage, and the trip must be calculated from your work site to the event.
- 3) **Lodging:** Please make every attempt to find reasonable accommodations; the NOCE Professional Development Committee has set a “loose cap” of \$250 per night for a hotel. In addition, this language about the nights the District will reimburse lodging appears on the Board Policy related to Travel (BP 6360 Travel) “Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity.”
 - a) [Board Policy 6360 Travel](#)
 - b) The District has a Hotel Tax Exempt Form on their Accounts Payable website which you could use to assist in requesting that certain hotel taxes be waived since you are functioning as a representative of the District while travelling. [Hotel Tax Exempt Form](#)
 - c) The ProD Committee will consider lodging requests when mileage one way from the worksite exceeds 50 miles. The ProD Committee reserves the right to fully approve, partially approve, or deny lodging requests based on the following factors: 1) availability of ProD funds and 2) overall cost of the application.
- 4) **Transportation:** Please make every attempt to find reasonable transportation, and booking flights early will help. Many hotels near convention centers have airport shuttles, and we ask that applicants look into those free and low-cost options whenever possible. The ProD Committee reserves the right to only partially fund transportation costs based on the availability of ProD funds as well as the overall cost of the application.
- 5) **Mileage:** Mileage is paid to compensate the driver for additional miles accrued for travelling to an event beyond what the employee would commute to work from home. Please use the following link to the District’s Account Payable website where the current mileage reimbursement rate is published to determine your mileage costs: [NOCCCD Mileage Reimbursement Info and Rates](#)

- a) Here is the language from the District's Accounts Payable website with regards to mileage:

The mileage rate applies to the time period in which the miles are driven and not the date in which the miles are claimed for reimbursement. We will adjust all mileage claims to ensure that each employee is reimbursed the appropriate rate based on the date driven.

- (1) The ProD Committee will review the cost of mileage in comparison to reasonable flights when the travel distance could be accommodated by either. If it is deemed that the cost of mileage is excessive, the ProD Committee reserves the right to deny the request for mileage reimbursement.
- 6) **Meals:** The ProD Committee will consider paying for meals when the conference is out-of-town and lodging is also requested and approved. Please go onto the District's Accounts Payable website and click on the Reimbursement Rates link for detailed information and further explanation: [NOCCCD Meal Reimbursement Rates](#)
- 7) **Documentation:** Attach all documentation that supports your expenses to your application. Any applications received without complete documentation will be returned to the sender and not considered until complete.
- 8) Submit the complete application to your IMS (Immediate Management Supervisor) for review and signature.
- 9) Once reviewed and signed by the IMS, send the application and all supporting documents to the Professional Development Coordinator ([Erin Sherard, esherard@noce.edu](mailto:Esherard@noce.edu)).
- 10) **Travel Expense Report:** You will receive an email confirmation once your application has been reviewed by the committee. If approved, you will receive instructions for completing and submitting the District's [Travel Expense Report](#). This report must include the final costs and provide original receipts that show payment for all expenses. You and your IMS must sign the form. It will be turned in, along with receipts and documentation, to Terry Cox in the NOCE Budget Office at AC 2nd floor.
- a) [NOCCCD Accounts Payable Transportation and Travel Procedures](#) lists Travel Expense Report, Hotel Tax Exempt Form, Mileage information and reimbursement rates

Contact the Professional Development Coordinator (Erin Sherard, esherard@noce.edu)with any questions.

Applying for Funds to Take a Class:

The NOCE ProD Committee will consider paying up to 50% of the course fees provided that the course meets the qualifications for funding listed on page 2 of this document, the course being taken cannot be used for a salary stipend or increase, the justification is appropriate to the vision and mission of NOCE, and the course applies to the applicant's job description at NOCE.