

## 2019-2020 Student Success and Equity Conference Request Form

PROCESS			
<p><b>Complete the following application and submit it to the Student Success and Equity Manager, Raquel Murillo, via E-mail.</b></p> <p><b>Checklist:</b></p> <p><input type="checkbox"/> I have communicated with my Program Director/Supervisor to determine if there are other funds available to cover all or part of the cost of attending the event. If partial funds are available, please indicate the amount:  <div style="text-align: center;">Program/Grant Funds available: _____</div></p> <p><input type="checkbox"/> If I am a presenter, I have attached an official invitation, e-mail confirmation or conference program showing my name.</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> I have attached copies/print outs that indicate the estimated or actual cost of:</p> <ul style="list-style-type: none"> <li>• Lodging (including taxes and fees)</li> <li>• Transportation (including taxes and fees)</li> </ul>			
General Information			
<b>Your Name:</b>			
<b>Position (circle or underline):</b>	Student - Faculty - Classified—Manager	<b>Banner #</b>	
<b>Position Title &amp; Department:</b>			
<b>Name of Organization or Group sponsoring the activity/event (no abbreviations):</b>			
<b>Titles of the activity/event:</b>			
<b>Dates of the activity/event (including travel time):</b>			
		From:	To:
<b>Location of the activity/event:</b>			
		City:	State:

**Qualifications for Funding:** Requests for funding must advance the 2019–2022 Student Equity goals and meet an authorized use of student equity funds. All travel outside of the US must be NOCCCD Board approved before funding can be considered.

**2019 - 2022 Student Equity Goals:** Select the authorized uses of funding that best support your request (check all that apply):

- Access Metric– Increase the number of students who applied and enroll.
- Retention Metric– Increase the number of students who can track their progress anytime and anywhere.
- Retention Metric– Develop and promote a sense of belonging through academic and social integration.
- Transition Metric– Increase transition overall baseline for transition to NOCCCD Credit Institutions.
- NOCE CDCP Metric– Increase NOCE CDCP Certificate completers - (CTE, ESL, Academic Success, and HSDP).
- Other NOCE /Equity mission and vision.

**2019 - 2022 Disproportionately Impacted Groups:** Additional information\*

**Access disproportionately impacted groups:**

- Black or African American females and males.
- LatinX females and males.
- Two or more race/ethnicity females.
- Students with disabilities males.
- Student with disabilities gender unknown

**Retention disproportionately impacted groups:**

- Black or African American females and males.
- LatinX females and males.
- Two or more race/ethnicity females and males.
- Asian males.

**Transition disproportionately impacted groups:**

- Asian gender unknown.
- American Indian/Alaska Native males.
- Other/unknown race/ethnicity gender unknown.
- Other/unknown race/ethnicity males and females.

**NOCE CDCP Certificate completers disproportionately impacted groups:**

- Other/unknown race/ethnicity females.
- Native Hawaiian/Pacific Islander males.
- Two or more ethnicities unknown gender.

**Justification for Request:** Briefly describe the objective of this activity/event and how it will advance the 2019 - 2022 Student Equity goals 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. Student Equity will attempt to fund full conference registration fees, transportation and lodging expenses. Please indicate details when possible. See instructions on page 4 for help.

<b>Conference Registration</b> Additional details:  Please make every attempt to register during "early bird" registration periods.	<b>Amount:</b>
<b>Lodging/Hotel Accommodations</b> (include additional charges, taxes and fees) Additional details:  Please see instructions on page 4 for guidelines on lodging.	<b>Amount:</b>
<b>Transportation</b> Additional details:  For mileage info, see instructions on page 4.	<b>Amount:</b>
<b>Identify any other sources of funding for this activity/event and enter the amount.</b> List the source and Requisition (RQ) number if available:	<b>(Amount - To Subtract):</b>
<b>Total Amount Requested:</b>	<b>Total:</b>

## 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**

## Instructions for Completing the NOCE Application for Student Equity 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. 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.
  - **Lodging:** Please make every attempt to find reasonable accommodations. 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.
  - **Transportation:** Please make every attempt to find reasonable transportation, and booking flights early will help.
    - ⇒ **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. Here is the language from the District's Accounts Payable website with regards to mileage:

Effective January 1, 2019: 58 cents per mile.  
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.

Example: Cypress College to Anaheim Stadium = 11.9 miles.  $11.9 \times 2 = 23.8$  round trip.  
 $23.8 \times 0.58 = \$13.80$
  - **Meals:** Please refer to the reimbursement rates. Link, <https://www.nocccd.edu/reimbursement-rates>
3. 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.
4. Submit the complete application to your IMS (Immediate Management Supervisor) for review and signature.
5. Once reviewed and signed by the IMS, send the application and all supporting documents to the Student Success and Equity Manager (Raquel Murillo - Anaheim).
6. You will receive an email confirmation that your application has been received. In that email, you will be informed of the timeline for the Student Equity Committee's review of and decision regarding your application. 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 or Michelle Tee in the NOCE Budget Office at AC 2nd floor.
7. We will assist you with covering the Registration fees in advance and also attempt to pre-pay for hotel (if enough advance notice is provided). You will prepay all other of your expenses and get reimbursed for approved expenses after you submit the completed and signed *Travel Expense Report* with original receipts and documentation. **Submit your application for approval as early as possible since there is no assurance that it will be approved.**
8. Contact the Student Success and Equity Manager (Raquel Murillo at [rmurillo@noce.edu](mailto:rmurillo@noce.edu)) with any questions.
9. NOCCCD Accounts Payable "Transportation and Travel Procedures" Webpage (for Travel Expense Report, Hotel Tax Exempt Form, Mileage information and reimbursement rates):  
<http://nocccd.edu/transportation-and-travel-procedures-218>