ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
FUNDING REQUEST APPLICATION INFORMATION
President's Fund for Conference Presenters and Panelists

ALL APPLICATIONS MUST BE PROCESSED ELECTRONICALLY!

If you have a paper application, scan and send to:
aaprofessionaldevelopment@qcc.mass.edu

1. **SUBMIT APPLICATIONS 30 DAYS PRIOR TO EVENT/TRAVEL/COURSE**
   - Applications will be presented for consideration at the next scheduled Academic Affairs Professional Development Committee meeting which meets on the third Tuesday of each month.
   - Applications received less than 30 days prior to event/travel, might not be considered for approval.

2. **YOU ARE REQUIRED TO PAY ALL EXPENSES UP FRONT**. Academic Affairs Professional Development funds are REIMBURSEMENT ONLY.

3. **APPLICATIONS ARE FILLABLE FORMS**
   - Click on the application, download and save it to your computer. Then open it on your computer and enter the information.
   - Hand-written applications are not acceptable.
   - Obtain required supervisor signatures: supervisor, the Academic Affairs Vice President, and the President of the college.
   - Procedures and eligibility requirements are included in each application.

4. **PRIOR APPROVAL IS REQUIRED**. All applications must be submitted and approved prior to activity. Academic Affairs Professional Development will not reimburse retroactively.

5. **INTERNATIONAL TRAVEL:** Requests for international travel must first be vetted by the applicant's immediate supervisor prior to submitting an AAPD application for funding.

6. **ATTACH DOCUMENTATION** for your funding request
   - conference information, brochures, websites, etc.
   - travel arrangement confirmations or quotes (registration, hotel, airfare, etc.)
     - googlemaps for mileage showing start and destination point

Academic Affairs Professional Development Event/Travel Funding Request Procedures

STEP 1

Complete Part I

- **Thirty days prior** to event/travel, complete the Application for Event/Travel Funding, Part I. All requests must be typed. This is a typeable form
- Include documentation for event
- Sign & date
- Retrieve required signatures
- Forward to the AA Professional Development Office: aaprofessionaldevelopment @qcc.mass.edu

FUNDS ARE REIMBURSEMENT ONLY. APPLICANTS ARE REQUIRED TO PAY ALL EXPENSES UP FRONT.

This is NOT a required step for Faculty & Staff

* AA Professional Development Committee meets to review requests on the third Tuesday of the month
* Approval of all AA Professional Development travel funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decision
* Only approved funding is reimbursed

STEP 2

A Travel Purchase Order Request (TPOR) will be submitted for you

- Once the Application for Event/Travel Funding has been approved by the Committee, a Travel Purchase Order Request will be submitted for you.
- You will then receive an email that a TPOR has been submitted in your name
- Once the TPOR is approved, you will receive an email of the Purchase Order (PO)

STEP 3

Complete Part II: reimbursement

- Within 30 days after event/travel has occurred
- Complete AA Professional Development Reimbursement Request , Part II
- Sign & date
- See list of required documentation
- Include approved QCC Travel PO
- Submit to AA Professional Development Office: aaprofessionaldevelopment @qcc.mass.edu

STEP 4

Complete a one-page summary:

- Complete a one-page summary of the approved event/travel that describes how this experience will enhance student success and how it will be shared with other members of the college community

STEP 5

Complete one of the following:

- Article/report for the QCC Wyvern Guardian newsletter
- Presentation to the College community
- Presentation to Department of School/Area

QUINSIGAMOND Community College

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT EVENT/TRAVEL FUNDING GUIDELINES

Purposes	Eligibility Requirements for Available Funding	Procedure	Application Notes	Contact Person	Additional Requirements
Professional development activities include (but are not limited to) the following: * Conferences * Workshops * Trainings * Presentations * Sabbaticals: Travel and Lodging only (excludes meals) * Certifications and Re-certifications for Professional Credentials related to QCC position and relevant to the College.	**Full-time Faculty & Staff** • Maximum of $1,500 within a two fiscal year funding cycle. **Part-time Faculty** • When seniority is attained. (Maximum of $300 within a two fiscal year funding cycle.) • After five years of seniority is attained (Maximum of $1,500.00 within a two fiscal year funding cycle.) **Part-time Staff** • After two consecutive years of employment (Maximum of $300 within a two fiscal year funding cycle.) • After five consecutive years of employment. (Maximum of $1,500.00 within a two fiscal year funding cycle.) **FUNDS ARE REIMBURSEMENT ONLY. APPLICANTS ARE REQUIRED TO PAY ALL EXPENSES UP FRONT.**	1. **Thirty days prior** to event/ travel, complete the Application for Event/Travel Funding, Part I. **All funding requests must be typed. This is a typable form.** **- Sign & date** **- Retrieve required signatures** **- Forward to AA Professional Development Office:** **aaprofessionaldevelopment@qcc.mass.edu** 2. AA Professional Development Committee meets to review applications. Approval of all travel funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decisions. **Only approved funding is reimbursed.** 3. Once the Application for Event/Travel Funding has been approved, a **Travel Purchase Order Request** (TPOR) will be submitted for you. 4. **After Event/Travel has occurred:** **To receive reimbursement**, within 30 days after event/travel, submit the following: 1. AA Professional Development Reimbursement Request, Part II 2. Sign & date 3. See list of required documentation 4. QCC Travel Purchase Order 5. Forward to AA Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu **Incomplete reimbursement requests may delay payment.**	Applications for Travel Funding will be considered on a first-come, first-served basis, and on merit and relevancy to the institutional goals and priorities (Strategic Plan), the mission of the College, and remaining available funds. If a staff/faculty member is no longer employed by the College, reimbursement will not occur. **Please note:** **If the approved funds are not utilized and the staff/faculty member has not notified AA Professional Development, the member will not be eligible for funds in that amount for that two fiscal year period in which funds were approved but not used.**	Coordinator of Staff Development **aaprofessionaldevelopment@qcc.mass.edu**	4. **Complete a one-page summary:** All recipients of event/travel funding awards are required to submit a one- page summary that describes how this experience will enhance student success and how it will be shared with other members of the college community 5. **Complete one of the following:** *Article/report for the QCC *Wyvern Guardian* newsletter * Presentation to the College community * Presentation to Department or School/Area

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
APPLICATION FOR TRAVEL/EVENT FUNDING - PART 1

1.) Submit completed application to Academic Affairs Professional Development 30 days prior to travel/event

2.) Applications must be typed. This is a fillable form. Hand-written applications are not accepted.

Applicant Name:			
Date:	Phone		
Home Address:			
City:		State:	Zip:
☐ Full-time ☐ Part-time	☐ Faculty (years of seniority):	☐ Staff (years of service):	

QCC Information:		
QCC Email:	QCC Phone:	QCC Mailbox #:
Job Title:		
Department:		
School/Area:		

Event/Conference Information:		
Name of Conference:		
Location of Conference- City:	State:	Online:
Conference Date(s):		
Registration Deadline:		

Choose one option below, and attach copy of conference registration form and/or any additional information:

☐ I registered for the conference on _____ (date) and paid the registration fee of $_____

☐ My conference registration/payment are contingent upon approval of this *Development Funding Request*.

Certification/Recertification Information:	
Certification/Recertification Name:	Cost: $
Additional information:	

IMPORTANT INFORMATION:

1. Attach copies of conference information, registration, quotes for lodging, air, mileage and any additional applicable information.

2. For information on travel, meals and lodging, download the College Travel Policy.

Applicant Name:

Submit information regarding your travel/event:

1.) Describe the purpose of your professional development travel/event:

2.) Priority is given to professional travel/event requests that are consistent with the institutional goals and priorities (Strategic Plan). Describe how your request will improve your job performance relative to these goals, and list specific skills/knowledge you expect to acquire from this experience:

3.) How will information gained from this experience be relevant to others at QCC? How will you share this information? Indicate your intent to complete at least one of the following:

- Article/report for the QCC newsletter the Wyvern Guardian
- Presentation to the College community
- Presentation to Department of School/Area

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT APPLICATION FOR TRAVEL/EVENT FUNDING, PART I (cont'd.)

4.) Indicate total amount requested from AA Pro. Development (eligibility requirements are on Page 2). $_____

5.) Indicate total estimated travel expenses. **Receipts and documentation will be required upon completion of travel.**

YOU MUST PAY ALL EXPENSES UP FRONT AND SUBMIT FOR REIMBURSEMENT AFTER TRAVEL.

Airfare:	$
Mileage: # of round trip miles _____ @ $0.725 /mile	$0.00
Parking:	$
Tolls:	$
Ground transportation: taxi, bus, shuttle, train, other	$
Automobile Rental:	$
Lodging and room tax: # of nights _____ @ $_____ /night *(Lodging is permitted when employees are assigned to duty that requires them to be absent from home for more than 24 hours)*	$ 0.00
MEALS: Breakfast: _____@ $8.00 Lunch: _____@ $12.50 Dinner: _____@ $20.00 *(Attach required conference schedule/agenda showing that meals were not included)*	$ 0.00 $ 0.00 $ 0.00
Registration Fee:	$
Misc. (specify):	$

Total estimated conference/travel-related expenses:	$0.00
Indicate other funding source, if applicable (cost center # _____) or self-pay (circle if so)	$

6.) Attach additional relevant information: **conference information/brochure, vendor/travel arrangement confirmations, travel itinerary, etc.**

7.) Requesting to be absent from classes/work, if applicable (dates): _____

8.) Coverage arrangements for classes/work, if applicable (specify): _____

9.) **Obtain all required signatures** and return the signed/completed application to Staff Development.

Applicant name (print): _____

Applicant signature: _____ Date_____

☐ Approved Supervisor/Dean: _____ Date: _____

☐ Approved Area Vice President: _____ Date: _____

FOR AA PROFESSIONAL DEVELOPMENT USE:

AA Pro. Dev. Coordinator: _____ Date: _____

☐ Approved Reimbursement Amount: $ _____

Cost Center #_____ Line(s) _____ Funding Cycle:_____

Travel Purchase Order Request #_____ Date TPOR Received:_____

QUINSIGAMOND Community College

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST - PART II

AFTER TRAVEL

Within 30 days after travel, submit to AAPD:

1. This signed and completed form (Part II)
2. An approved QCC **Purchase Order**
3. **Email confirmation** showing expenses were paid.
4. Credit card/bank statements showing charges.
5. **A one- page summary** of the conference describing how this experience will enhance student success and how this information will be shared with other members of the college community.

➔**Incomplete reimbursement requests may delay payment.**

Please check box if pre-paid by QCC ☐

Airfare:	$	☐
Mileage: # of round trip miles _____ @$0.725 =	$ 0.00	☐
Parking:	$	☐
Tolls:	$	☐
Ground transportation: taxi, bus, shuttle, train, other. Specify:	$	☐
Automobile Rental:	$	☐
Lodging and room tax: # of nights _____ @ $2.00 /night *(Lodging is permitted when employees are assigned to duty that requires them to be absent from home for more than 24 hours)*	$ 0.00	☐
MEALS: Breakfast: _____@ $ 8.00 Lunch: _____@ $ 12.50 Dinner: _____@ $ 20.00 *(Attach required conference schedule/agenda showing that meals were not included)*	$ 0.00 $ 0.00 $ 0.00	☐
Registration Fee:	$	☐
Misc. (specify):	$	☐
Total conference/travel-related expenses:	$ 0.00	

Applicant Name (print/type): _____

Applicant Signature: _____ Date: _____

Other funding sources for expenses, if applicable (cost center #: _____) *reimbursed* to applicant: $_____

☐ College Credit Card used for expenses. If (✓) indicate cost center # used: _____

Other Cost Center funding approval signature: _____Date: _____

Total AAPD funding expenses (Cost Center # 4300) *reimbursed* to applicant: $ _____

AAPD approval signature: _____Date: _____