

CLACKAMAS COMMUNITY COLLEGE
APPLICATION FOR PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUNDS (PDF)
Your answers must be typed to be accepted!

Overview (*Be sure to check the footnotes at the bottom of this page*)

The Part-Time Faculty Association is allotted money every year to reimburse part-time faculty¹ for professional development events commencing no earlier than the term you start teaching at CCC. You can apply for a maximum of **up to** \$1200 this academic year (*depending upon available PDF funds*²), but you may **include all reimbursable amounts**. This money can be used for almost anything that helps further your academic knowledge, including, but not limited to:

- Conferences or workshops
- Classes at other institutions
- Professional memberships
- Periodicals directly related to an instructor's teaching

If any event is not on this list, prior approval must be received from the PDF Committee.

We **will not** pay for **hardware, software**, magazine/newspaper subscriptions unrelated to an instructors' teaching subjects, books (a book that is necessary to teach your class should ideally be paid for by your department) nor **supplies of any sort for personal projects** (supplies and textbooks required for approved classes or workshops up to \$100 is allowable.)

When attending an approved event, the Professional Development Fund (PDF) will reimburse for:

- **Registration for events (post event reimbursement) or Dues**
 - Please make sure to include an event Schedule and/or itinerary
- **Classes or Workshops**
 - Please make sure to include a Syllabus and/or Class Schedule
- **Travel**
 - Includes airfare (note: the Business Office will not reimburse for First Class tickets) , train, bus, public transit (metro) and shuttles
 - Rental cars will be covered if you verify that the event is not located near a major city or airport. We will not cover gasoline for the rental.
 - We will not cover taxi rides (nor Uber, Lyft, etc.) unless you can show there is no type of shuttle or public transport system.
- **Lodging³**
 - Cannot exceed government rates, <http://www.gsa.gov/perdiem>
 - **Lodging Receipts are required** but reimbursement will be limited to the government per diem.
 - In addition to the length of the event, we will cover the lodging for the night before the event and the night of the last day of the event
- **Mileage** for events to which you drive your personal vehicle

¹ **To qualify for this reimbursement, you must have worked at CCC for two terms of the current or past academic year (July to June) and are expecting to continue teaching at CCC.**

² **The amount available is dependent on the number of PTFs who apply for the fund. We cannot guarantee that you will receive any reimbursement in any given term or year. If, on the other hand, there is a surplus of funds at the end of Spring term, those with claims over the \$1200 limit may be reimbursed further, on an equal basis, up to the amount of funds available at that time.**

³ **Only events over 60 miles away will be reimbursed for lodging.**

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- The amount of reimbursement is specified on the travel voucher
- You need to include a map verifying the mileage driven
- **Some Meals**
 - Whether a meal will be reimbursed and which meals are reimbursable depends on your trip. Refer to the attached **Meal Flowchart** diagram to see what you can be reimbursed for. Some trips will require receipt submission, others will not.

If you have questions about whether an event would be covered by PDF, please contact someone on the committee or the committee chair **Chris Dreger**. cdreger@clackamas.edu

Remember, you can submit a reimbursement application only after the event has occurred. You should have attended the event within the last six months, but check with us if it has been longer as it still may be allowed.

Only completed applications will be considered. Read the application and instructions carefully so that your claim is not rejected.

We process applications once a term. Applications for reimbursement for Fall, Winter and Spring terms must be submitted by the 8th week of the term. Applications for reimbursement for Summer term must be submitted by the 7th week of that term. (Sometimes these dates are extended because of various circumstances so if yours will be late or if you have a question, contact Chris Dreger cdreger@clackamas.edu)

Once an application is approved, you will be contacted by a member of the committee. Approved applications are given to Human Resources to process. Once the applications are sent to Human Resources, it can take several weeks to process while the Business Office reviews it.

If you have any questions, contact:

Chris Dreger -- cdreger@clackamas.edu voice mail: 503-594-3642

Leslie Ormandy – leslieo@clackamas.edu voice mail: 503-594-3790

IMPORTANT NOTE FOR PER DIEM as applicable to MEALS:

Payment at per diem

For travel outside the Portland metro area with an overnight stay, payment for meals is at the per diem rate. Per diem days are documented by a conference brochure, workshop agenda, or other item showing the dates and times of the event. When airline travel is involved, include the airline itinerary in the documentation.

Receipts should not be submitted. No reconciliation between actual expenses and the per diem allowance is made. If actual costs are more than the per diem, the College does not pay the difference to the employee. If actual costs are less than the per diem, the employee retains the difference. Employees may choose to request per diem for fewer days/meals than they are entitled to. Meals covered by per diem should not be charged to a college credit card.

The per diem rate for meals for a full day is the federal GSA meals and incidental expenses rate for the destination at <http://www.gsa.gov/perdiem>. Rates are for the federal fiscal year, from October 1 to September 30, so are subject to change each October 1. For travel outside Oregon, the printout of the rates from the GSA website must be included in the payment documentation. The rate includes incidental expenses such as reasonable tipping.

For partial days, the per diem is calculated as follows.

	<u>% of total</u>	Initial day of travel – <u>leave</u> <u>home</u>	Final day of travel – <u>arrive home</u>
Breakfast	20%	Prior to 6 am	After 6 am
Lunch	30%	Prior to noon	After noon
Dinner	50%	Prior to 6 pm	After 6 pm
Total	100%		

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Example: A conference in a location with a \$70 per diem, leaving home Monday morning at 9:00 am and arriving home Tuesday at 8:00 pm, would pay \$126 of per diem -- \$21 of Monday lunch, \$35 for Monday dinner, and \$70 for the full Tuesday.

The GSA sets the per diem rates for the contiguous states (CONUS). In general, for travel outside the contiguous US, use the rate for the nearest city within the contiguous states, or consult the Director of Fiscal Services. (The DOD sets rates for non-foreign and non-contiguous entities such as Hawaii and Guam; the State Dept sets the foreign rates. The DOD are typically lower than the State Dept, but both tend to be higher than reasonable.)

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Name: _____ CCC ID # _____

Department: _____ Email: _____

PDF Event or **Other**: _____ Location: _____

Date(s) of Event: _____

A. General Budget Outline (*Don't forget to also turn in a Travel Voucher*) *

Registration fee / Class Tuition _____

Travel cost _____

Lodging cost _____

Lodging cost must not exceed government rate: <http://www.gsa.gov/perdiem>

Meals _____

Refer to attached Meal Flowchart

Professional Membership or Dues _____

Periodicals _____

Supplies for Class _____

Other _____

TOTAL** _____

**Expense & Travel Voucher is a voucher for ALL and ANY expenses, not just travel.*

***A maximum of \$1200 for academic year 2020-2021 is allowed.*

***Must match total amount on expense voucher.*

B. Attach a Completed Expense & Travel Voucher – THIS IS FOR ALL AND ANY EXPENSES

- Put any expense that doesn't have a specific column, in the **OTHER** column.
- Your department chair **MUST** sign the voucher as the authorizing signature, but
 - .i. In the current social distancing situation an email authorization of your department chair is acceptable.

C. Attach Documentation for Reimbursement Amounts

- Proof of conference/class & conference/class dates and cost (e.g. print out of schedule or webpage of conference and their pricing, schedule and/or syllabus for class)
- Proof of registration and proof of cost
- Proof of payment (e.g. copies of credit card receipts, processed checks, banks statements)
Please black out all sensitive information
- a map to verify mileage distance (if claiming mileage for a personal vehicle)
- A printout of the per diem page where you obtained the per diem information.
- additional receipts and proof of costs, if needed for
 - .i. classes
 - .ii. periodicals
 - .iii. professional memberships
 - .iv. supplies for a class

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D. Signatures

Applicant Signature Date

Department Chair Signature (or during Social Distancing times Email approval) Date

Committee Approval:

Approved

Denied

Committee Chair Signature Date

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E. Additional Questions (your responses to these must be typed)

(Please be detailed, but succinct in your answers. Add an extra page if needed.)

1. Describe your professional development goals below.

2. Explain below how the event for which you are asking reimbursement is related to your goals.

3. Explain below how you will integrate the knowledge gained from this event into your teaching at CCC. How will this help your students? How many students will your participation in this event, purchase or membership impact? (A guestimate is fine. If it is a course that usually has 20 folks, multiply that by a year)

Name _____ PDF Event or other _____ Dept. _____

Checklist

When you have completed your application please check off that you have included the following items. If an item is not applicable to your application, use NA instead of a check mark. Turn this check list in with your application.

Personal Information

_____ All information is included and is legible

_____ I have provided documentation of the dates my event took place.

Part A – General Budget Outline

Registration Fee

_____ I have included documentation of my payment as well as documentation of the cost of the event.

_____ ***I have entered this fee in the appropriate area of the travel voucher.***

Travel Cost

_____ I have provided receipts for my airfare, train or bus cost.

_____ I have provided documentation of the need of a rental car, cost of car rental and my payment for the rental.

_____ I have included mileage documentation for use of a private vehicle.

_____ ***I have entered these costs in the appropriate area of the travel voucher.***

Lodging

_____ I have provided documentation of the cost of my lodging and printed out the allowed reimbursement chart from <http://www.gsa.gov/perdiem> for the area in which the lodging was located.

_____ ***I have entered these costs in the appropriate area of the travel voucher.***

Meals

_____ I have referred to the Meal Flowchart to determine what I can be reimbursed for.

_____ ***I have entered these costs in the appropriate area of the travel voucher.***

_____ I have included receipts, if required.

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Other

_____ I have provided documentation of ***both*** costs and my payment for anything not covered in the above categories.

_____ ***I have entered these costs in the appropriate area of the travel voucher.***

Part B – Attach a Completed Travel Voucher

_____ Yes, I have included a travel voucher.

_____ Yes, I understand the travel voucher is actually a voucher for ALL expenses.

Part C – Attach Documentation for Reimbursement Amounts

_____ I have included the necessary receipts and made sure it is clear which receipt goes with which expense.

_____ I have eliminated any sensitive financial or personal information from my receipts.

Part D – Signatures

_____ My chairperson and I have both signed the PDF application.

_____ My chairperson and I have both signed the travel voucher with my chairperson both printing and signing their name.

Part E – Additional Questions

_____ I have typed and included my responses to the additional questions.