**ADMINISTRATIVE PROFESSIONAL DEVELOPMENT FUNDS GUIDELINES**

1. Each applicant must have a current professional development plan on file in Human Resources (HR) in order to access professional development funds.
2. The annual maximum award is $2,000 per year.
3. Funds are awarded on a first-come/first-served basis.
4. Each application must be signed by the appropriate supervisor and employee prior to submission to HR. Employee ID# must be provided on the Request for Payment (RFP) or Travel Voucher form.
5. The application will be reviewed by HR unless all funds available for that year have been committed or the applicant has used the maximum award available.
6. Use of a **College credit card** to pay for professional development activities must be pre-authorized by HR.

**WHAT FORMS SHOULD BE SUBMITTED TO HR FOR REIMBURSEMENT?**

* RFP or Travel Voucher – Signed by employee and includes employee ID#
	+ HR will fill in the account number and be authorizing signature
* Proof of payment/receipts (if applicable, tape to an 8.5 x 11 sheet of paper)
* Schedule/agenda and/or activity information
* If requesting mileage reimbursement, include map to confirm mileage
* If requesting per diem, include copy of GSA meal rate for location
	+ Per diem must be calculated per the College’s travel policy, available on the Business Service’s intranet page at <https://intranetstaging.clackamas.edu/business-services/procedures-and-policies>

**WHAT FORMS SHOULD BE SUBMITTED TO HR TO UTILIZE A COLLEGE CREDIT CARD?**

* Proof of pricing to each item that the card may be used for
* Schedule/agenda and/or activity information

**FORMS TO SUBMIT IF USING PROFESSIONAL DEVELOPMENT FUNDS TO PAY FOR COURSE FEES AT CCC**

* Print out of fees due
* Print out of class registration