**EXCEPTIONAL PROFESSIONAL DEVELOPMENT FUNDS GUIDELINES**

1. Each applicant must have a current professional development plan on file in Human Resources (HR) to access exceptional professional development funds.
2. Funds are awarded on a first-come/first-served basis.
3. 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.
4. 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.
5. 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?**

* Application for Faculty Exceptional Professional Development Funds – Signed by employee and supervisor
* 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
* Activity information
* Schedule/agenda (if applicable)
* 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, which is available on the Business Service’s intranet page here: <https://intranetstaging.clackamas.edu/business-services/procedures-and-policies>

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

* Application for Faculty Exceptional Professional Development Funds – Signed by employee and supervisor
* Proof of pricing to each item that the card may be used for
* Activity information
* Schedule/agenda (if applicable)

**HOW TO SUBMIT DOCUMENTION TO HR**

* Requests should be submitted to HR via the HR Service Desk using the [Benefits category](https://clackamas.teamdynamix.com/TDClient/1853/Portal/Requests/TicketRequests/NewForm?ID=PVHx36doP%7e8_&RequestorType=Service)
* All documentation should be submitted as a PDF or Word document, no links