

## 2018 – 2019 Committee Meetings

**Plan Ahead!!** Please **submit your application 3–4 weeks ahead** of your activity to allow ample time for the submission and review process. Conference funds must be approved by the committee prior to your activity date. Applications are reviewed every 2 weeks until the funding allocated for the quarter is depleted.

<b>Fall Mtgs</b>	<b>Winter Mtgs</b>	<b>Spring Mtgs</b>
Sept 26	January 16	April 17
Oct 10	January 30	May 1
Oct 24	February 13	May 15
Nov 7	February 27	May 29
Nov 21	March 13	June 19
Dec 5		

### **When Applications Will Start to be Reviewed**

*The Committee meets on the above Wednesdays from 1:30 – 2:30 pm*

Fall Quarter Activities: reviews begin September 26

Winter Quarter Activities: reviews begin November 7

Spring Quarter Activities: reviews begin February 13

Summer Quarter Activities: reviews begin May 15

## Where can I download an application?

Funds may be requested by written application to the Staff Revitalization and Professional Conference Funds Committee. Interactive application forms may be downloaded and must be filled-in on your computer using Adobe Acrobat [other pdf apps may not work].

[http://www.deanza.edu/professionaldev/conferencefunds/pdf/ace\\_ap\\_p.pdf](http://www.deanza.edu/professionaldev/conferencefunds/pdf/ace_ap_p.pdf)

## Need help? Have questions?

You are encouraged to call or e-mail the Professional Development Office if you have any questions about completing the application.

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## Can I travel internationally?

The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the district. **The College President and the Chancellor, in advance of the travel, must approve all international travel.** This requires a longer planning time. See the following pages for more detailed information and instructions:

<http://www.deanza.edu/professionaldev/conferencefunds/internationaltravel.html>

### **Assembly Bill 1887 Travel Prohibition**

This bill prohibits state funds from being used for travel to states that have passed laws authorizing or allowing discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage and our FHDA Board of Trustees support these prohibitions. District funds are prohibited from being used to travel to, currently, Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, and Texas.

### **Due to unforeseen circumstances, my expenses have exceeded my award. What can I do?**

Submit your completed trip voucher and receipts with a cover letter requesting additional funds to Mary Kay Englen at the Office of Professional Development. The request will be reviewed by the Committee at the next scheduled meeting, following these guidelines:

- It was determined that the Committee or the Professional Development Office made a mistake in the calculation of your award amount, or
- Something unforeseen came up that was unexpected and out of your control, such as illness, your flight was cancelled or changed by the airline, the event start or end time changed.

The Committee will send the final decision on your request via email within 48 hours of the meeting.



De Anza College  
Office of Professional Development

## **ACE Classified Guidelines for Conference and Travel Funds**

Policies and Procedures, 2018 - 2019

Conference funds, negotiated by ACE, provide opportunities for permanent and probationary classified, and classified hourly staff to attend seminars, workshops, and conferences. Staff Revitalization and Professional Conference Funds are related to teaching and learning, job enhancement, and professional skills development. Examples of acceptable activities include:

- attendance at on- and off-campus professional conferences, workshops, and seminars.
- visiting other colleges or industry settings to review exemplary programs.

### **How does the committee award the funds?**

Conference applications are funded on a first-come-first-served basis.

## What are the funding policies?

1. Awards for ACE (Association for Classified Employees) classified professionals are limited to a maximum of \$1600.00 per person in any academic year.
2. Funds are allocated to defray, **in part**, costs associated with conference/workshop fees, airfare or driving mileage to the event (maximum reimbursed is 300 miles driving or the equivalent economy airfare), local mileage or public transportation to the activity, parking fees, ground transportation (taxi and shuttles), and lodging (if 75 or more miles away) [no Airbnb or VRBO-type rentals permitted], meals/per diem, car rental, if applicable.
3. To ensure equitable funding throughout the year, funds are divided among summer, fall, winter, and spring quarters.

### **Funds WILL be allocated for:**

- Conference, workshop, or seminar fee.
- Airfare or driving mileage to the event (maximum reimbursed is 300 miles driving or the equivalent economy airfare).
- Ground transportation, such as taxi or shuttle from airport to hotel, car rental, if applicable.
- Meals/per diem. Estimate actual meal costs for your application using the maximums for per diem: Breakfast: \$10 per day, Lunch: \$15 per day, Dinner: \$30 per day.
- Lodging expenses, if event is further than 75 miles away from the campus.
- Conference and travel expenses while on Staff Development Leave.

### **Funds will NOT be allocated for:**

- Membership fees that are separate from conference fees.
- Enrollment in college or university accredited courses. [Educational Assistance Funds are available. Refer to you're A.C.E. union contract for more information.]

## What should my application packet include?

Submit the original **completed** application packet to the Professional Development Office for forwarding to the Committee and include:

- signature of the supervisor, dean or manager.
- one copy each of the brochure, flyer, schedule or relevant web pages showing conference description, conference fees, airfare, ground transportation and hotel fees (include taxes).
- Google Directions **showing the number of miles** to the activity, if requesting mileage reimbursement.
- a completed and signed International Travel Authorization Form, if planning to travel outside of the United States.

An award letter from the committee and reimbursement forms will be e-mailed to the applicant within 2-3 business days after the committee meets.

## How do I get reimbursed for my expenses?

Employees are responsible for paying for all conference fees and travel expenses. Original receipts and proof of payment must be turned in with your Trip Voucher for reimbursement of your approved expenses within 45 days of the date from the end of your activity and include:

- a completed trip voucher (the AVP of Instruction's signature will be acquired by the Professional Development Office).
- **original receipts made out to the attendee** for conference fees and transportation, and lodging receipt with an itemized hotel statement (that shows a \$0 balance due).
- a 1-2 page written summary of the conference.
- A copy of the Board approval for International Travel (if travelling out of country).

**Please make a copy of your receipts for your own records before turning them in.**

- Receipts for expenses paid by credit card must show your name, the **completed** transaction the credit card type, and the last 4 digits of the credit card number.
- Receipts for expenses paid by personal check must show "paid by check," and indicate the check number, or a copy of the cancelled check, front and back, must be included.
- Receipts for expenses paid by cash must show "paid in cash" or you may record "Paid in Cash" on the receipt and initial it.

If your department has already paid for part or all of your **approved** conference expenses with a District purchasing card or Direct Pay Request, then the Professional Development Office will process the necessary paperwork to transfer the expense to the appropriate conference budget. You must obtain a copy of the Budget Query showing that the expense has been charged to the department budget and turn that in with the matching receipts for processing.

## I have other funding as well. Do I declare all expenses together?

If you have been approved for secondary funding by your division/department budget or campus grants, please include that information on your application.

**You should plan to turn in ALL receipts for reimbursement on one trip voucher.** The manager of the secondary funds will fill in the budget code and the amount of reimbursement at the top of the trip voucher, and sign at the bottom. The trip voucher and receipts then go to Professional Development to complete the processing and obtain the final signatures.