

## 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.

<u>Fall Mtgs</u>	<u>Winter Mtgs</u>	<u>Spring Mtgs</u>
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/faculty\\_app\\_2018.pdf](http://www.deanza.edu/professionaldev/conferencefunds/pdf/faculty_app_2018.pdf)

## 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:

[www.deanza.edu/professionaldev/conferencefunds/internationaltravel/](http://www.deanza.edu/professionaldev/conferencefunds/internationaltravel/)

## Do I have leave options to cover my time away?

Full-time and part-time faculty may use either "Faculty Conference Days" and/or a "Professional Development Day" (FLEX days) for conference attendance during the regular academic year (Fall, Winter, and Spring). To do so faculty need to submit an Individual Proposal for Faculty Flex Day to the Dean at least 5 working days before the conference. See Article 27.3 and Appendix H4 in your FA Agreement for details, process and timeline.

Full time and part-time faculty with reemployment preference may also use Personal Necessity Leave for attendance at professional conferences related to the teaching profession and/or one's area of assignment. See Article 16.1 in your FA Agreement, and 16.2 if you are part-time faculty.

If you have any questions or need to clarify anything in this article, please call the Faculty Association Office at x7544.

## 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.

### 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.



De Anza College  
Office of Professional Development

## Faculty Guidelines for Conference and Travel Funds

Policies and Procedures, 2018 - 2019

Conference funds provide opportunities for faculty to attend seminars, workshops, and conferences. Staff Revitalization and Professional Conference Funds are related to teaching and learning, job enhancement, and professional development. Examples of acceptable activities include:

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

## What does the committee consider?

In awarding funds, the committee considers:

- the value to the College in furthering current and future directions in curriculum, instructional methodology, technology and online instruction, student services and/or program/department coordination.
- the value to the individual in updating or developing an instructional, student services, or management expertise.
- presenting or speaking at a conference.
- an effective plan for disseminating and/or implementing information and skills acquired.
- availability of other funding sources.

## What are the funding policies?

1. Awards for full-time and part-time faculty are limited to a maximum of \$1600.00 per person in any academic year. Part-time faculty who teach at both Foothill and De Anza College are allowed a maximum of \$1600.00 District-wide.
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 (taxis and shuttles), and lodging (if 75 or more miles away, at \$250 max per night) [no Airbnb or VRBO-type rentals are permitted]; car rental, if applicable.
3. To ensure equitable funding throughout the year, funds are divided among summer, fall, winter, and spring quarters.

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

- Food or meals.
- Expenses not specified above.
- Membership fees separate from conference fees.
- One-year grant-funded faculty. [If the administrative supervisor verifies the length of position and that the grant will continue at least one year after the activity for which funds are requested, then grant-funded faculty are eligible for conference funds.]
- Faculty on Article 19, or on leave without pay, retraining stipends, or fellowships.
- Part-time faculty who have not yet achieved re-employment preference.
- Enrollment in college or university accredited courses. [Training/Retraining Stipends are available from the District. Refer to your union contract, Article 35 and Appendix R, or call District Human Resources for more information.]

**TIP** When looking at estimates for flight and lodging, choose the **moderately** priced option to give yourself adequate budget.

## 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, and indication that the application is approved or not (applications not approved by the dean will be sent to the VP of Instruction and the President for review).
- one copy 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 appropriate reimbursement forms will be e-mailed to you 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 a hotel itemized statement.
- a copy of the Board approval for International Travel (if traveling outside of the country).
- a 1-2 page written summary of the conference.

## 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. PayPal transactions should also include the originating credit card type or bank account and the transaction detail.
- 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.

**QUESTIONS?** You are encouraged to call or e-mail us:  
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