PDA Application Process and Checklist

Application Submission: Your packet for PDA funding should include all applicable items below (print single sided only):

- PDA Funding Application completely filled out. Explanation at the bottom must be filled in. Copy/pasting from your PD plan is not recommended.
- Copy of this year’s PD plan signed by you and your supervisor (required with all applications)
- Request and Authorization for Travel (if applicable; found on the I: drive)
- Backup documentation for every item you are requesting to be funded. This can include:
  - Registration for event (printout of cost or confirmation of payment)
  - Hotel booking (COM will not pay State of Texas taxes, other taxes okay)
  - Flight (if applicable, printout of confirmation or of selected flights)
  - Mileage to/from event or airport (attach round trip maps)
  - Per Diem (event agenda required to show meals included with registration, as well as printouts from www.gsa.gov showing the hosting city’s per diem rate and meals/incidentals breakdown)
  - Other- airport parking, tolls, hotel parking, taxi/shuttle (this documentation can be provided upon return, but if costs are known ahead of time they can and should be included on the application)
  - Rental cars- COM will pay for a rental car under certain circumstances. If you have questions about this, please ask your administrative assistant or the PDA office (x8263)

Signatures: Your PDA Funding Application, Request and Authorization for Travel, Direct Pay Forms, Travel Reimbursement Forms, and Professional Request for Advance Funds forms should arrive at the PDA office with all signatures up through the Vice President for Instruction (if traveling outside the U.S., forms should be signed up through the President) so that the only remaining signature needed is for PDA approval. The correct order for signatures is (not all will be applicable to every employee):

1. Employee
2. Direct Supervisor
3. Dean
4. Vice President for Instruction
5. President (if traveling outside the U.S.)
6. PDA Leader

Upon Return: Make sure to get an itemized hotel receipt when you check out to be turned in with your reimbursement form. You should also keep receipts for taxis, shuttles, tolls, and parking. If an advance for the travel was issued, the Travel Reimbursement Form MUST be turned in within 10 days of return. Fill out the PDA Evaluation form and send it back to the PDA office via email (cc’ing your department admin). Please do not include it in the reimbursement packet.

Requesting Advances, Direct Pay, & Reimbursements: As mentioned above, these forms should arrive at the PDA office with all signatures acquired except the PDA Leader’s approval. Additionally, a copy of the approved PDA Application and Request/Authorization for Travel should always be attached to these forms.

This list is not meant to be all-inclusive; it is meant simplify the process for you and help expedite documents sent to the PDA office. Any missing/incomplete paperwork, calculation errors on paperwork, or missing signatures slow down the approval process significantly. If you ever have any questions regarding the PDA process, please call the PDA Office at 8263 or ask your department admin- they often have the answers!
Quick Notes on College of the Mainland’s Travel Guidelines

PER DIEM:
If per diem is taken for the trip, check the location of the trip against the per diem rate chart. If the location is not listed on the per diem rate chart, use the lowest current per diem rate $46 to calculate per diem for that trip.

Calculate per diem:
- if the event starts at a time that would not allow the employee to travel to the event that morning, they are allowed to take a "travel day" to be calculated at 75% of the per diem rate. If they leave the day of the event because it has a later start time, a "travel day" will be given and any meals provided at the conference that day would be subtracted from the 75% rate.
- The final day is also considered a "travel day" and calculated at 75% minus any meals provided that day.
- Continental breakfast is okay and does not require a reduction.
- Dinner after 5pm is also okay and does not require a reduction unless it is a paid dinner that the college paid for with registration.
- If a meal is provided for the day, subtract the amount for that specific meal from the total per diem allowed.
- Incidental expenses are allowed for tip expenses.
- Local trips: If the event is local and does not start until 8:30am, breakfast is not allowed. If the local event, allows for the employee to return home prior to 10pm dinner is not allowed. If all meals are provided or not allowed, per diem incidentals do not have to be given.
- Receptions will be considered meals.

HOTEL:
If a hotel expense is being charged, an itemized hotel receipt is required listing all charges for the hotel stay. We do not reimburse for food charges attached to a hotel bill. Parking and internet are okay expenses as long as it can be proven they were necessary. If it is a state hotel, we can't reimburse the state taxes. There is a $200 per night limit for hotel expenses unless it is the conference hotel. Hotel expenses over $200 per day require a rationale for the rate. We do not allow hotel reimbursement for travel within 50 miles of COM unless prior approval is received.

TIPS:
You will not be reimbursed for tips greater than 15%.

PARKING/TOLLS/TAXI:
We will reimburse for parking, tolls or taxis if they are necessary to get to and from the event from hotel or airport, but we do not reimburse these expenses if they are using them to get to an after hour personal enjoyment event.

MILEAGE:
- The employee is allowed to drive to an event, if it is local like Austin or Dallas. If they choose to drive to an event that is out of state, we will only reimburse any mileage that is higher than what it would have cost for airfare. Mileage to/from airport is allowable.
- For recording mileage for trips, airport, etc., use COM as your home base, unless your starting point is closer to your destination. (Example: If you live in Galveston, you would use COM as your starting point when calculating mileage for a trip to the airport. If you live ten miles from the airport, you would use your home as the starting point for calculating mileage.)
- Dual Credit, trips to Walmart, North County, etc., basically trips during the work day; You would take the difference between what it takes to go from home to work to home and the additional miles traveled for that particular day.

CAR RENTAL/FUEL:
If the employee drives to the event, we will not reimburse for both mileage and fuel - they must choose one or the other.

Revised: 7/30/2015