

# Professional Development Funding Application

#### Name:

**PLEASE READ**: Use this form when requesting Professional Development Funds. Make sure you have all the items needed prior to and upon return from your trip. You will need documentation for ALL items that you are requesting reimbursement for upon return. Each category must be completed. Estimate the cost OR provide the actual costs to the best of your ability. Please signify if you need to use the P-Card OR if you have already paid for the cost and will be requesting reimbursement upon return.

- 1. When requesting to travel, attach a copy of your most recent PD Plan and COM's Request and Authorization for Travel.
- 2. Attach copies of brochures, online printouts or other information available for your event.
- 3. Submit all application materials to your department's Administrative Assistant.
- 4. Incomplete forms will be returned, which may result in funding delays.

#### **Professional Development Reference Information**

1. In the space below, describe the activity for which you are requesting funding.

- 2. Please select the objective in your PD Plan that you are fulfilling.
- 3. Explain how you expect this activity to fulfill this Professional Development Plan Objective.

PDA Ranking Scale and Comments (for PDA Committee use only.)

- 1 Presenter
- 2 Panelist
- 3 Tied to performance goal
- 4 Typical



## **Professional Development Funding Application**

 \* Note: All COM PDA travel follows the COM Accounts Payable Procedures and Guidelines. Remember when booking ALL travel if the event ends at a time that does not allow the employee to travel back to Houston before 10 pm that evening, then the employee can choose to return home the next day. <u>You must provide documentation</u>.

**Registration**: Registration: Printout of Cost or Confirmation of Payment. *Please see COM AP Procedures and Guidelines for additional information.* 

Attached	Document	Cost	P-Card (Click for list.)	Attendee (Click for list.)

**Hotel Booking**: Printout of hotel cost required. Please note the following: 1. If you need to use the P-Card, please notify your Admin <u>immediately</u>. When making your reservation, please request a Credit Card Authorization Form <u>for</u> your Admin. 2. An itemized hotel reciept is REQUIRED upon return. Please remember to travel with Tax Exempt Forms. Do NOT use third party travel agencies or websites. They will not provide the required detailed hotel reciept. Please see COM AP Procedures and Guidelines for additional information. *Please see COM AP Procedures and Guidelines for additional information*.

			P-Card (Click	Paid by Attendee
Attached	Document	Cost	for list.)	(Click for list.)

**Travel**: Reimbursed upon return. Please note that all travel estimates must compare the cost of flying and driving. This comparison should compare the costs of the mileage allowance and related expenses with the cost of air travel and related expenses. (If applicable, include printout of confirmation or of selected flights.) *Please see COM AP Procedures and Guidelines* for additional information.

litional	<i>information.</i> Attached	Document	Cost	P-Card (Click for list.)	Paid by Attendee (Click for list.)

**Mileage**: Reimbursed upon return. When requesting travel, you will need to provide maps from MapQuest to estimate your mileage. *Please see COM AP Procedures and Guidelines for additional information.* 

Attac	hed	Document	Cost	P-Card	Paid by Attendee
				N/A	N/A

**Other Documents**: Reimbursed upon return. Detailed receipts or other detailed proof of payments (specifying the number of days and the daily rate of parking, etc.) are required documentation for reimbursement for tolls, taxi rides, parking and shuttles. Valet parking will ONLY be reimbursed if it is the only option. Tips for taxis and shuttles should NOT exceed 15% and will be reimbursed as part of the taxi ride or shuttle cost. *Please see COM AP Procedures and Guidelines for additional information*.

Attached	Document	Cost	P-Card	Paid by Attendee
			N/A	N/A



## **Professional Development Funding Application**

**Per Diem**: Please visit www.gsa.gov to check the hosting city's per diem rate (meals and incidental break downs) and attach the per diem table. Also attach the agenda from the conference noting if any meals are being provided. Incidental amounts can be entered with dinner. Remember that if the event ends as a time that does not allow the employee to travel back to Houston before 10:00 pm that evening, then the employee can choose to return home the next day. *Please see COM AP Procedures and Guidelines for additional information.* 

		Per Diem:		First/La	st Day of Travel:		
	Date		Breakfast	Lunch	Dinner		Total for Day
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
Day 8							
						Total	

Rental Cars: COM will pay for a rental car under certain circumstances. Please contact the PDA Office for details.

Attached	Document	Cost	P-Card		_
			N/A	N/A	

All Docmuents Attached?	Estimated Cost	

	PDA Office Use Only	
Date Turned into PDA Office:	Complete:	
P- Card Charges?	CCA Form sent	
Itemized Hotel Receipt?	to Dept Admin or PDA Office?	
PDA funding received this fiscal year?	Charges Reconciled:	
If yes, how much?	PDA funding received last fiscal year?	