



# 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. You must provide documentation.

**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.)	Paid by 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 immediately. When making your reservation, please request a Credit Card Authorization Form for your Admin. 2. An itemized hotel receipt 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 receipt. Please see COM AP Procedures and Guidelines for additional information. *Please see COM AP Procedures and Guidelines for additional information.*

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

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.*

Attached	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

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**Per Diem:** Please visit [www.gsa.gov](http://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/Last Day of Travel:			
	Date	Daily Per Diem	Breakfast	Lunch	Dinner	Incidentals	Total for Day
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
Day 8							
						<b>Total</b>	

**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 Documents Attached?		Estimated Cost	

### PDA Office Use Only

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