

Professional Development Funding Application

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.

Indicate Status:

(Click box for drop down)

Employee Name:	Department:		Date Submitted

Type of Activity: (Click box for drop down)	Name of Activity	Date	Location:

Approval Signatures: Please route application for signatures in number order.

1. Department Chair/Supervisor _____
 2. Dean _____

4. Vice President for Instruction _____
 5. President (for out-of-country travel) _____

3. PDA Signature: Approved? Yes No _____

Comments (for PDA use ONLY).

PDA Ranking Scale (for PDA Committee use only.)

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



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*** 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.)	Upon Return

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.)	Upon Return

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.)	Upon Return

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	Upon Return
			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	Upon Return
			N/A	N/A	



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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.*

Attached	Document	Cost	P-Card	Paid by Attendee	Upon Return
			N/A	N/A	
Day 1:	Breakfast:		Day 1:	Breakfast:	
	Lunch:			Lunch:	
	Dinner:			Dinner:	
Day 2:	Breakfast:		Day 2:	Breakfast:	
	Lunch:			Lunch:	
	Dinner:			Dinner:	
Day 3:	Breakfast:		Day 3:	Breakfast:	
	Lunch:			Lunch:	
	Dinner:			Dinner:	
Day 4:	Breakfast:		Day 4:	Breakfast:	
	Lunch:			Lunch:	
	Dinner:			Dinner:	
Day 5:	Breakfast:		Day 5:	Breakfast:	
	Lunch:			Lunch:	
	Dinner:			Dinner:	
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	Upon Return
			N/A	N/A

All Documents Attached?	Estimated Cost	Final 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? _____	Charges Reconciled: _____
PDA funding received this fiscal year? _____	PDA funding received last fiscal year? _____
If yes, how much? _____	