

SUPPORT STAFF PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL FUNDING INFORMATION

Congratulations on receiving funding for your Professional Development proposal!

Please remember that by accepting these funds you have agreed to the following:

- If your proposal requires travel, submit a **MCC Travel Approval/Reimbursement Request Form** and receive appropriate signatures for approval. (See additional information below.)
- Submit a 50-word project-end results/lessons learned summary to the Committee within two weeks of returning from trip/workshop or completing project, and if requested, present this information at an MCC Professional Development activity within 12 months of the project completion date. Failure to complete this summary will forfeit your eligibility to apply for Professional Development Funds in the future. Please use the **SSPDProposalFollowupForm** found at www.mclennan.edu/departments/pod/committees

Charge Approvals & Travel Arrangements

All charges paid for by the Professional Development funds must be approved by the Vice President over your department. Purchasing card charges which will be paid by Professional Development funds must be approved by the Coordinator, Professional & Organizational Development before it is submitted to the Office of Financial Services. Please contact Mikken Canham at mcanham@mclannan.edu to make appropriate arrangements for the approval.

If your proposal requires out-of-town travel, you must submit a completed **MCC Travel Approval/Reimbursement Request Form** first to the Vice President over your department, then your supervisor and appropriate administrators for approval. The expenses noted in your proposal must match those in the Travel Form. You will be responsible for making your travel plans and obtaining all required signatures on the Travel Form.

Your contact in the Office of Financial Services for account information before and after travel will be Melree Paris at x. 8671 or mparis@mclennan.edu. Be sure to keep all receipts of approved expenditures and submit them to the Mikken Canham, then the MCC Office of Financial Services with a copy of the completed Travel Form within ten working days of your return to campus. If you are traveling in the State of Texas, you need to obtain a tax-exempt number and form explaining the tax exemptions from the Office of Financial Services, as MCC will not reimburse you for in-state hotel taxes. For more information on travel policies, please see the [Budget Administration Policy, D-III-b](#). For questions related to the Travel Form or policies, please contact Melree Paris in the Office of Financial Services.

Suggestions for Travel

If you use a purchasing card for expenses, remember to have the Coordinator, Professional & Organizational Development approve your P-card statement with attached receipts prior to submitting it to the Office of Financial Services if it includes expenses to be paid from the Professional Development Funds.

If you do not currently have a Purchasing Card and/or use your personal funds to pay for trip expenses, be sure to attach all receipts to the Travel Reimbursement Form and complete the reimbursement portion of the form.

If there are two or more in your travel group receiving Professional Development funds, group your expenses together as much as possible. For example, have one person pay for all the registration fees or one person buy the meal for everyone in the group. Then, complete the **Professional Development Funds Expense Worksheet** to detail the expenses and attach it, with your detailed receipts, to your Travel/Reimbursement Form. This will make purchases simpler and quicker, especially at restaurants, as well as make the paperwork process following your return easier for everyone involved.