

How to Submit a Proposal for Staff Development Funding and Get Reimbursed

Please read carefully and follow these rules and procedures if you wish to receive Staff Development Funds for a project or trip. This document is a distillation of the formal policy and process document and should provide you everything you need to make a successful proposal and get reimbursed. For more detailed information, please read the document titled "Staff Development Guidelines."

The Rules:

- Each employee may apply to the Staff Development Committee for up to \$1750 per year in Staff Development funds for professional development activities.
- All documents you submit must be typed. No handwriting will be accepted.
- Funds will be disbursed on a first-come, first-served basis.
- For liability purposes, if the activity requires travel outside of the district, the Board must approve of the trip before it is taken. This can take up to 8 weeks, depending on when the next Board meeting is, so plan your activity and get started on the process early.
- For projects occurring between October 26 and June 30 of any given academic year, proposals must be approved prior to engaging in the project.
- For proposals occurring between July 1 and October 25, proposals may be submitted retroactively by the end of the third week in October.
- It is preferred (but not required) that you plan your trip early enough so that the district can pay applicable costs up front, rather than reimbursing those costs.
- Meals not provided by the event you attend will be calculated at the current District per diem rate. [Please refer to the AVC website under Business Services/Travel.](#)
- It is preferred that people take advantage of discounts on hotels and registration costs (and any other costs, really), whenever possible.
- Mileage is calculated at the Federal Mileage Rate, and parking fees may not exceed the approximate cost of AV Airport Express Shuttle Service. [Please refer to the AVC website under Business Services/Travel.](#)
- If you are approved for funds to take a class, tuition, supplies, books, and travel are reimbursable if you get a grade of C or better.
- You will not get reimbursement for a class that will be used for advancement on your salary schedule—that is considered double-dipping.
- All approved projects must include a component for sharing what you have learned with relevant constituents.
- **Completion of the form and submission of all documentation does not guarantee committee approval.**

The Basic Procedure:

Step 1: Plan your trip or activity. [Refer to AVC website, business services/travel guidelines.](#)

Step 2: For trips outside of the district, you must complete a trip request form with relevant documentation and get it signed by the relevant dean/director and VP to use staff development funds. [Submit original trip request form directly to business services department with “pending staff development funds” typed in the FOAP field.](#)

Step 3: Fill out the Staff Development proposal form and submit it to Human Resources along with the following documents:

- 1) [Copy of trip request form. Original goes to business services department.](#)
- 2) Documentation of costs for:
 - Transport (air, shuttle, mileage and parking)
 - Housing (hotel)
 - Activity Costs such as conference registration and admission fees
- 3) Conference/Activity materials such as brochures or programs
- 4) If you are asking for reimbursement for them, an itinerary of activities not prescheduled, such as museum visits.

Step 4: Receive approval for your project. If you are not approved, it is because we have no money, or your proposed project does not fit our guidelines for some reason. We will attempt to point you to other funding options for your project.

Step 5: Complete the project you have been approved for.

Step 6: **Within 30 days of completion of your project,** Complete, obtain relevant signatures, and submit the District Reimbursement form with itemized receipts **to the Administrative Assistant for your Division or Department.**