



Website: www.pitzer.edu/scr

E-mail: scr@pitzer.edu

2010-2011 Staff Training & Professional Development Fund (Application Form)

GENERAL INFORMATION

The Staff Training and Professional Development Fund provides the opportunity for staff to attain new skills or knowledge in a manner that will enhance a staff member's performance and be of specific benefit to the department and College.

Such opportunities might include:

- Conferences, workshops, seminars, books/multi-media, webinars and certifications.
- Travel and accommodations for off campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

Half of the total funds will be available for dispersal in the first six months of the fiscal year (July-Dec) and the remainder of the funds during the second half of the fiscal year (Jan-Jun).

CRITERIA

1. Funds are available on a first come first serve basis with first time recipients taking priority.
2. Employees applying for funds must be regular, benefits eligible staff members (*as determined by the HR department*).
3. The SCR Ad Hoc Committee will consider all requests and will determine the amount of funds awarded on a case-by-case basis.
4. Eligible employees will normally receive one award during the fiscal year period.
5. The Ad Hoc Committee will NOT fund:
 - a. Computer Hardware/Software
 - b. Journals/Supplies
 - c. Individual memberships to associations or organizations
 - d. Mandated/required department training/certification

6. **Department Contribution** – These funds are intended as a complement to, not in lieu of, departmental development funds. Please provide an explanation if the department is not contributing to the costs.
7. **Departmental Proposals** – Proposals cannot be submitted by departments for funds to be set aside – only individual staff members may apply for funds for individual use.
8. Documentation of all projected expenses is to be included with the application. Included copies of transportation costs, reservation receipts, travel authorization form from your department, program fees and other associated fees/expenses. Also, please include copies/printout containing information about event/training attending.
9. Once training or professional has been completed the following should be returned to Brooke Atha within 4 weeks of completing the funded activity or June 30th, whichever is sooner.
 - a. Hardcopy of the award letter (which you will receive via inter-office mail)
 - b. Feedback Report Form
 - c. Travel Report Form
 - d. Documentation of actual expenses (original receipts)

Failure to do so will result in forfeiting the amount awarded and ineligibility for future award consideration.

CANCELLATIONS

In case of cancellations it is the primary responsibility of the sending department and/or the individual to cover all cancellation fees. Staff training and professional development funds may not be used for cancellation fees.

APPLICATION

- Incomplete applications will not be considered. Incomplete applications will be returned and will lose priority status.
- Applications will be accepted on a rolling basis and will be reviewed by an SCR Ad Hoc Committee.
- A decision will be made within a month of the request at which time the applicant will be notified via e-mail. A formal letter of award will be sent out subsequently.

If you have any questions or concerns about funding or need assistance with this application, please contact a Staff Training and Professional Development Ad Hoc Committee member.

Current Ad Hoc Committee Members

Brooke Atha
Duplicating Services
Ext. 18461

Stephanie Hutin
Media Studies
Ext. 73889

Ciara Ennis
Galleries
Ext. 73143

**PITZER COLLEGE
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT FUND
PROPOSAL FORM**

Please submit this proposal, the budget outline sheet, documentation for all projected expenses and other applicable documentation to:

Brooke Atha
Duplicating Services
Bernard Hall 111

Applicant Name: _____

Department: _____ Ext: _____

Position: _____

Have you previously received Staff Training and Professional Development Funds? Yes No

If so when: _____ Award Amount \$ _____

Staff Training and Professional Development Activity: _____

Date(s) of Program/Activity: _____

Have you previously attended this program/activity? Yes No

Goals in Attending (Please include detailed explanation of your planned activities):

PITZER COLLEGE
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT FUND
BUDGET OUTLINE

ITEMIZED EXPENDITURES

Registration/Tuition, Etc.			\$ _____	
Meals	# days _____	@ \$ ____/day	\$ _____	
Lodging	# days _____	@ \$ ____/day	\$ _____	
Travel Expenses				
	Airfare		\$ _____	
	Auto		\$ _____	
Other (Specify) _____			\$ _____	
Misc (Specify) _____			\$ _____	
	EXPENSES TOTAL		\$ _____	(attach documentation)

FUNDING SOURCES

Department			\$ _____	(Supervisor Initials)
Other _____			\$ _____	
Staff Training & Professional Development Award Request			\$ _____	
	FUNDING TOTAL		\$ _____	(should be same amount as expenses total)

Staff Applicant Signature _____	Date _____
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As Supervisor, I endorse this application and certify that the information is accurate and complete.

Supervisor's Signature _____	Date _____
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As the Vice President of the applicant's functional area, I certify the above information.

Vice President Signature _____	Date _____
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FOR COMMITTEE USE ONLY:

Date Received: _____	Approved: Yes No
Action Date: _____	Amount Awarded: _____

**PITZER COLLEGE
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT FUND
FEEDBACK REPORT FORM**

Name: _____ Date: _____

Department: _____

Professional development activity: _____

Please provide a brief response to the following questions:

1. How did it benefit you?

2. How will you apply what you learned to your job?

3. How will you share what you learned with others in the College?

Did this activity meet your expectations? Yes No

Would you recommend this activity to others? Yes No

Was the funding from this committee adequate? Yes No

Was your request for funding handled in a timely manner? Yes No

Please return this Feedback Report Form, Travel Request Form, Travel Report Form, and documentation of actual expenses (original receipts) to Brooke Atha within 4 weeks of completing your funded activity. Thank You!

GUIDELINES FOR MEALS, HOTEL, AND GROUND TRANSPORTATION EXPENSES

Recognizing that the cost of traveling in different areas of the country can vary widely, the College does not have a set per diem for travel on College business, but rather asks that you follow these guidelines for meals, hotel, and transportation expenses:

1. If you do not submit your receipts in time for timely payment of credit card bills, you will be charged any finance charges or late fees. All receipts must be submitted within 60 days of expense or the amounts must be included as wages on your W-2 to comply with IRS rules regarding employee reimbursement for business expenses.
2. For transportation to and from airport, use Super Shuttle or its equivalent when going to or from the airport and hotel. Taxis should be used only when you can share the cost with someone else, or if the cost is equivalent or less than shuttle service. If you drive your own car to the airport, or if a friend or family member drops you at the airport, the College will reimburse for mileage. The College will reimburse you for long-term parking if it is necessary. (Please use the least expensive long-term parking available.)
3. You must indicate on entertainment receipts the business purpose of the activity and the names of persons with whom you had a meal, drink, etc.
4. Please use your phone credit card or your cell phone when making calls from the hotel; using the hotel phone is more expensive.
5. The College will not pay for items purchased from your hotel room's mini bar, video rentals, laundry services, or spa treatments while you are traveling on College business.

Please submit the signed form to the Treasurer's Office

INSTRUCTIONS FOR COMPLETING THE TRAVEL REPORT FORM

Requests for reimbursement of travel expenses should be submitted on a travel report form in accordance with the following:

- * If reimbursement is for mileage only, or if all of the travel expenses were paid directly by a college check or purchase order, this form should not be used.
- * Expenses paid for by the traveler that are included as part of this report must be substantiated with original receipts. Please consult your institution's travel reimbursement policy for details on what types of expenses are allowable, and what type of documentation is required.
- * All travel advances must be cleared by submitting a completed Travel Report within two weeks after the date of return (6).

1. NAME Name of traveler and/or person who received a travel advance.
2. DATE SUBMITTED Date that the travel report is submitted for department approval.
3. PURPOSE OF TRIP Brief description of the trip, such as a conference, seminar, recruiting, etc. Please include the name of the conference or seminar.
4. DATE OF DEPARTURE Date on which the travel began.
5. DESTINATION City or town traveled to. If travel was outside of the United States, also list the country. If there were multiple destinations, please attach an itinerary.
6. DATE OF RETURN Date on which reimbursable travel ended.
7. ACCOUNT NUMBER TO BE CHARGED Enter the general ledger account number (not the account name) to which the travel expenses will be charged.
8. MODE OF TRANSPORTATION Indicate the principal mode(s) of transportation used, such as air, personal auto, rental car, train, etc.
9. MAIL CHECK TO: Enter the address to which the reimbursement check is to be mailed. Please note that the check can only be sent to the payee.
10. DIRECT PAYMENT Itemize all payments for travel that were paid directly by a college check, such as hotel deposits, airfare, etc.
11. SUB TOTAL Total all of the direct payment items.
12. PAYMENT BY TRAVELER Itemize all expenses paid for by the traveler from personal or travel advance moneys.
13. SUB TOTAL Total all of the payment by traveler items.
14. TOTAL Total of (11) and (13).
15. SIGNATURE OF TRAVELER Signature of traveler.
16. DEPARTMENT APPROVAL Signature of the Department Chair, Director, or Supervisor authorizing the travel expenses.
17. TOTAL SPENT BY TRAVELER Enter the total spent by the traveler. This amount should equal the amount listed in the total column, on line (13).
18. TRAVEL ADVANCE RECEIVED Enter the total moneys received by the traveler as an advance.
19. AMOUNT DUE TO TRAVELER Enter the amount spent by the traveler in excess of the advance.
20. REFUND DUE TO COLLEGE Enter the amount of advance moneys not spent by the traveler. If a refund is due the college, a check payable to the college must be attached to this report.
21. PREPARED BY Enter name of person preparing travel report form other than traveler.