

**Lakeland Community College
Full-Time Faculty Professional Development
Requests for Funding Guidelines**

Distribution of Funds

Full-time faculty requests for professional development activities will be funded a maximum of **\$1,200.00** for in-state travel and **\$1,500.00** for out-of-state travel per current budget cycle (July 1 – June 30), contingent upon review and approval by the Excellence in Teaching & Professional Development Committee.

The Excellence in Teaching & Professional Development Committee will review full-time faculty Professional Development Funding Requests on a first-come, first-serve basis unless otherwise noted by the Committee.

Procedure for Application for Funding

Professional Development Funding Requests may be submitted at any time during the current budget cycle (July 1 – June 30.)

Faculty can obtain a Professional Development Funding Request form via H: drive as follows: Word Document/H: Drive/Academic Folder/Provost Folder/Professional Development Folder. **Please save the form as your own document then fill in the required information.** The Travel and Expense Approval form and the Travel and Expense Report form can be located as follows: (Excel) H:/Administration/BusSrvs/ControllersOffice/AP Forms/T&E Form FY 2018. **Please save the form as your own document then fill in the required information.** Faculty can also contact the secretary in the Office of the Provost (ext. 7294) located in B-1054 for the required forms which will be forwarded electronically.

Faculty applying for professional development funds must attach the appropriate supporting paperwork with the Professional Development Funding Request form and Travel and Expense Approval form and Travel and Expense Report form.

Faculty requests for Professional Development Funding must include the appropriate supporting paperwork from the sponsoring organization which states the dates of the conference/seminar/meeting, where it will be held (city, state), and any fees that are associated with attending the conference/seminar/ meeting (registration fees, cost of hotel, etc.) Lakeland Policy Number 3354:2-36-01 (Allowable Costs Associated with Travel, Meeting, and Other Amenities) and Lakeland Procedure Number BS36-01 (Travel and Meeting Expenses) are to be followed when faculty travel to and attend or present at a conference/seminar/meeting funded by the college.

Faculty applying for professional development funds to attend a conference/seminar/meeting can request the college to prepay the registration fee. This option is noted at the bottom of the Professional Development Funding Request form. A completed registration form for the conference/seminar/meeting must be submitted with the Professional Development Funding Request Approval form. The college's name and address must be included on all registration forms in order for the college to prepay the registration fee. The secretary in the Office of the Provost will process the necessary paperwork to prepay registration fees. Requests for the college to prepay registration fees must be received well in advance of the deadline established by the sponsoring organization to receive pre-paid registrations.

Faculty applying for professional development funds who will be traveling by car should reserve and use the college pool car if it is available. The pool car availability calendar is now available for viewing on the H:drive: H:\Administration folder\Police folder\Pool Car folder (read only.) If you would like to reserve the car, simply view the calendar to determine if it is available on the date(s) you need and if it is, submit your email reservation request to police@lakelandcc.edu and include the following information: date(s) of departure and return, including earliest (approximate) pick up time on the date of departure and latest (approximate) drop off time on date of return and destination(s). A confirmation email will be sent advising that you have been scheduled. If your travel plans change please contact campus police. If a car is not available for your travel dates, please check the calendar again prior to your trip. As a reminder, please bring your driver's license when you pick the keys up at Campus Police. The vehicle is located in the Faculty Staff parking lot, on the south side, in the middle. Please attach a MapQuest indicating the number of miles from Lakeland to your destination. If your destination is closer from your home versus Lakeland, attach a MapQuest from your home to your destination. Mileage covers round trip miles. (This information is noted at the bottom of the Professional Development Funding Request form.) The rate for reimbursement for mileage for use of the college vehicle and/or private auto is established by the Internal Revenue Service, and provided to the college community from the Controller's office.

Faculty should submit the completed Professional Development Funding Request form and Travel and Expense Approval form and all appropriate supporting paperwork to the Division Dean for review. If the Division Dean approves the request for funding, they will sign the Professional Development Funding Request Approval form in the space provided and the Travel and Expense Approval form.

The faculty member or the Division Dean's office should then submit the signed Professional Development Funding Request form and Travel and Expense Approval form and all appropriate supporting paperwork to the secretary in the Office of the Provost, B-1054. The request for funding will be presented to the Excellence in Teaching & Professional Development Committee for review.

The Excellence in Teaching & Professional Development Committee may approve, disapprove, or ask for additional information for all Professional Development Funding Requests received. If additional information is required, the Committee will request a meeting or communicate via email with the faculty member.

When the request for funding is approved by the Committee, the faculty member will receive an Award Memo via email from the secretary in the Office of the Provost.

If the request for funding is not approved by the Committee, the faculty member will be notified.

Faculty are responsible for notifying the secretary in the Office of the Provost, ext.7294, B-1054, if they cancel their trip that has been approved for funding. The funds will be reallocated to the Professional Development budget. The secretary will notify the Budget Department of the cancelled trip.

Faculty are responsible for completing the Travel and Expense Report form with receipts after they have returned from the trip. The completed Travel and Expense Report form must be signed by the faculty member to receive reimbursement. Faculty should submit the completed Travel and Expense Report form with receipts to the secretary in the Office of the Provost in B-1054 for processing/reimbursement. Within two weeks, the faculty member will receive an email from the Business Office indicating a reimbursement check is available for pick up at the Cashier's Office located in "A" building across from Counseling. If the faculty member prefers their reimbursement check be mailed to them, they should include their mailing address on the Travel and Expense Report form. Faculty can contact the secretary in the Office of the Provost, ext. 7294, B-1054, for assistance with travel forms.

LAKELAND POLICY

Policy Number	3354:2-36-01
Title	Allowable Costs Associated with Travel, Meeting, and Other Amenities
Date Approved	By the Board of Trustees 1/11/96
Updated and approved	6/2/05
Related Procedure	

It is necessary, on occasion, for travel, meeting costs, and other amenities to be incurred by college employees and members of the Board in the ordinary course of business where such expenditure serves a proper public purpose. This policy does not intend to address every issue, exception, or contingency that may arise in the course of incurring these costs. Such costs shall either be paid for by the college or reimbursed to the employee as identified in the sections to follow. Employees will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

(A) Travel Expenses

- (1) Employees must obtain approval in advance of all college-related travel resulting in expenses.
- (2) All travel will be considered as originating from the campus of the college, or the home, if departure is from the home, whichever is nearer the destination.
- (3) Expenses for commercial travel (air, rail, bus) must be at the lowest available fare or rate.
- (4) College-owned vehicles may be used only for official travel. Individuals may be reimbursed for the use of a personal vehicle at the rate per mile set by the Board only if a college provided vehicle is not available. Mileage may not exceed the aggregate of the lowest available commercial travel fares for all individuals engaged in college related travel in the same vehicle.
- (5) Expenses may include the actual and reasonable cost of meals and lodging incurred in the course of college related travel. It is prohibited to reimburse the cost of alcoholic beverages with public funds.
- (6) No reimbursement for lodging expenses may be claimed for travel (a) within Lake County; (b) within the county of residence; or (c) within 30 miles of the residence. No reimbursement may be claimed for meals, lodging, or miscellaneous expenses incurred during a vacation leave, or any kind of leave of absence.
- (7) No employee or member of the Board is permitted to use credits or discounts, received as a result of college-provided travel, for personal use.
- (8) College related travel costs may also include:
 - (a) Expenses incurred for stenographic fees, storage or carrying of baggage, telephone calls on official college business, personal calls up to five (\$5.00) dollars per day, and rental of equipment or temporary meeting or office facilities necessary for the conduct of official college business.
 - (b) Expenses incurred for laundry, dry cleaning, and pressing while the individual is on continuous approved travel status in excess of five days without returning home during that time.

- (c) Expenses incurred for special purchases essential for the fulfillment of the travel or work assignment upon approval of the President, his designated representative or the Board Chair.

(B) Meeting Expenses -- Outside of the College

- (1) Employees must obtain approval in advance of all college related expenses incurred for registration fees and related expenses for conferences or meetings. Such expenses may include the actual and reasonable cost of a meal not covered under travel rules when the meal is an integral part of the conference or meeting, or attendance at the meal is necessary to the best interest of the college.
- (2) Approved registration fees may be either prepaid by the college or paid by the employee and reimbursed upon return. Claims for reimbursement of registration fees must be accompanied by a receipt.

(C) Meeting Expenses -- Within the College

- (1) In order to promote efficiency of meetings, collegiality, and the general welfare of the College, the actual and reasonable cost of meals and refreshment for members of the Board and College officers, employees, and guests of the College while conducting college business is permitted. It is prohibited to purchase alcoholic beverages with public funds.

(D) Other Amenities

- (1) Consistent with past practices and tradition, other amenities (i.e., flowers, token retirement gifts, meritorious service awards) are permitted.

LAKELAND PROCEDURE

Procedure Number	BS36-01
Title	Travel and Meeting Expenses
Date Approved	By President's Cabinet 10/7/97
Updated and approved	4/14/16
Related policy	3354:2-36-01

- (A) Meal expenses will be governed by the following limits, tip included:
- | | |
|------------------------------|--------------|
| Standard Rate: | \$50 per day |
| High Cost Metropolitan Area: | \$70 per day |
- (B) For extraordinary circumstances, approval must be obtained from the appropriate Vice President and the college President to exceed these limitations.
- (C) High cost metropolitan areas will include the following: Atlanta, Baltimore, Boston, Chicago, Dallas, Denver, Los Angeles, Miami, Minneapolis/St. Paul, New Orleans, New York, Newark, Philadelphia, San Diego, San Francisco, Seattle, and Washington D.C.
- (D) Receipts will be required for all meals over \$10.00. There will be no allowance for meals already included in registration fees, nor will there be allowance for alcohol of any type.
- (E) If the traveler wishes to use a rental car in lieu of taxis and other mass transit, a written advance justification must be obtained from a Vice President for approval.