

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT
DEVELOPMENTAL TRAVEL FUNDING GUIDELINES**

Source of Funds	Purposes	Eligibility	Funding Available	Procedure	Deadline for Application	Contact Person	Additional Requirements
Staff Development	<p>Developmental activities include (but are not limited to) the following:</p> <ul style="list-style-type: none"> * conferences * workshops * trainings * presentations 	<p>All full-time faculty, staff and administrators employed by QCC.</p> <p>Part-time faculty when seniority is attained.</p> <p>Part-time staff after two consecutive years of employment.</p>	<p>\$1,250.00 full-time</p> <p>\$300.00 eligible part-time faculty and staff</p> <p><i>Within a two-fiscal-year cycle</i></p>	<ol style="list-style-type: none"> 1. Complete the Request for Developmental Travel Funding form (Part I). 2. Obtain required approval signatures. 3. Submit the form (Part I) to Staff Development. 4. Following any travel, retain all original receipts, attach to completed travel reimbursement form (Part II), and submit the form and original documentation to Staff Development within 30 days of travel; Staff Development will forward all signed forms, original receipts and documentation to the Business Office. 	February 21st	Coordinator of Staff Development	<p>Complete at least one of the following:</p> <ol style="list-style-type: none"> 1. Article for <i>Visions</i> 2. Brown Bag Workshop 3. Departmental presentations

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT
DEVELOPMENTAL TRAVEL FUNDING ELIGIBILITY REQUIREMENTS**

Application Process/Application Deadlines – All requests must be submitted *prior to travel*:

Request for Developmental Travel Funding forms are available from the Staff Development Office in the Center for Academic Excellence – room 114 Ahlfors Hall, phone 508-854-4229, or email emerrill@qcc.mass.edu.

The deadline for developmental travel funding requests for the current fiscal year is **February 21st**. All developmental travel funding request forms must be received in the Staff Development Office on or before February 21st. Funding requests (for the current fiscal year) submitted after February 21st may be considered on a case-by-case basis, *pending available funding*.

Developmental travel funds will be awarded on a first-come, first-served basis *within a two-fiscal-year cycle*. Applicants are encouraged to identify developmental travel funding requests early in the fiscal year and to submit funding requests as soon as possible.

Applicants are responsible for accurate completion of the developmental travel funding request form, including obtaining signatures from Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member. *Incomplete forms will be returned to applicant.*

1. Complete the Request for Developmental Travel Funding form (Part I). Obtain the required approval signatures from Supervisor/Division Dean and appropriate Executive Team (“E-Team”) member; *any form lacking appropriate signatures will be returned to applicant.*
2. After obtaining all required approval signatures, submit the form (Part I) – and, if applicable, travel-related purchase order requests, check-issuance requests, registration forms, conference brochures, etc. – to Staff Development, mailbox #162. If necessary, retain the Request for Developmental Travel Funding form (Part II) to record travel-related expenses for reimbursement purposes (e.g., registration fees, mileage, lodging, airfare, meals, etc.).
3. Please note that approval of all Staff Development travel funding requests – as well as Staff Development travel-related purchase order requests, check-issuance requests, etc. – is at the discretion of the Staff Development Committee; Staff Development reserves the right to adjust any and all request amounts accordingly. All applicants will be notified, in writing, of the Committee’s decisions.
4. If applicable, in order to receive reimbursement, upon returning from approved travel, complete the Request for Developmental Travel Funding form (Part II), and attach original receipts/documentation of payment (e.g., cancelled check/check image, credit card/bank statement, Vendor/PayPal receipt/confirmation). *Please note that photocopies are not acceptable forms of documentation; all receipts and documentation must be in their original state or reimbursement will not be made.* Submit the travel reimbursement form (Part II) and all original receipts and documentation to Staff Development, mailbox #162, within 30 days of travel; Staff Development will forward all signed forms, original receipts/documentation to the Business Office.

Staff Development Funding Guidelines/Eligibility Requirements:

All full-time faculty, staff, and administrators employed by QCC are eligible for Staff Development funding.

Part-time faculty members become eligible for Staff Development funding when seniority is attained.

Part-time staff members become eligible for Staff Development funding after two consecutive years of employment.

Part-time faculty members become eligible for full-time-equivalent Staff Development funding when five years of seniority is attained.

Part-time staff members become eligible for full-time-equivalent Staff Development funding after five consecutive years of employment.

Full-time faculty and staff members may be awarded a **maximum of \$1,250.00 *within a two-fiscal-year cycle***; eligible part-time faculty and staff members may be awarded a **maximum of \$300.00 *within a two-fiscal-year cycle***.

Generally, lodging will not be funded within a 75-mile radius of Worcester.

Priority Given to Developmental Activities that Enhance:

- Achievement of institutional goals and priorities
- The applicant's teaching skills and methods
- The applicant's job skills
- Computer training unavailable on campus
- Communication and conflict resolution skills
- Understanding of diverse populations

Responsibilities of Staff Development Funding Recipients:

Original receipts/documentation and the Request for Developmental Travel Funding form (Part II) must be accurately completed, signed and submitted to Staff Development, mailbox #162, within 30 days of travel. ***Please note that photocopies are not acceptable forms of documentation; all receipts and documentation must be in their original state or reimbursement will not be made.*** Staff Development will forward all signed forms, original receipts/documentation to the Business Office.

All recipients of developmental travel funding awards are expected to share the information gained through their activity, within the same semester (if applicable).

“All recipients of developmental travel funding – at or exceeding the amount of **\$150.00**, per request – are **required to submit an article or report** (experience evaluation and applicability) suitable for use in *Visions*, the Staff Development newsletter; in addition, recipients may be expected to provide a workshop or presentation.”

Failure to comply with the above requirements may prevent future funding.

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT**

REQUEST FOR DEVELOPMENTAL TRAVEL FUNDING, PART I

Submit request form, *prior to travel*, to Staff Development, mailbox #162.

Forms that are incomplete or lacking appropriate signatures will be returned to applicant.

Name: _____ Date: _____

Home Address: _____ SS#: _____

Full-Time Part-Time Faculty (*years of seniority*): _____ Staff (*years of service*): _____

QCC Phone: _____ QCC Email: _____ QCC Mailbox: _____

Div/Dept: _____ Job Title: _____

Conference Location: _____ Conference Date(s): ___ / ___ / ___ To: ___ / ___ / ___

Travel Date(s), if different than Conference Date(s): ___ / ___ / ___ To: ___ / ___ / ___

Conference Registration Deadline (*check and complete one of the following options below*): _____

I registered on (*date*): _____ and personally paid the registration fee (*amount*): \$ _____

I request registration via Purchase Order Check (*attach registration form; allow 30 days to process*)

1. Describe the purpose of your travel (attach additional information, as needed).

2. Priority is given to travel/training requests that are consistent with the institutional goals and priorities. Describe how your request will improve your job performance relative to these goals. List specific skills and/or knowledge that you expect to acquire from this experience.

3. How will information gained from this experience be relevant to others at QCC? Describe how you will share this information so that it will impact QCC (e.g., provide a workshop, brown bag lunch, video presentation, information-sharing via Div/Dept meeting, etc., and an article for *Visions*). See page 3.

4. Indicate amount requested from **Staff Development**: (*eligibility requirements, page 3*) \$_____.

5. Indicate **total estimated travel expenses** below: (*original documentation will be required for all expenses*)

Airfare: (*receipts will be required upon completion of travel*) \$_____.

Personal Auto: (*begin/end odometer readings will be required; _____ miles @ \$0.51/mile*) \$_____.

Parking: (*receipts will be required upon completion of travel*) \$_____.

Tolls: (*receipts will be required upon completion of travel*) \$_____.

Ground Transportation: (*receipts will be required; taxi bus shuttle train other*) \$_____.

Automobile Rental: (*receipts will be required upon completion of travel*) \$_____.

Lodging & Room Tax: (*receipts will be required; _____ nights @ \$ _____/night*) \$_____.

Meals: (*breakfast _____ @ \$6.00; lunch _____ @ \$10.00; dinner _____ @ \$18.00*) \$_____.

Registration Fees: (*attach registration form if pre-payment required; **allow 30 days to process***) \$_____.

Miscellaneous: (*please specify _____*) \$_____.

Total estimated travel expenses: \$_____.

If applicable, indicate other funding source(s) for expenses: (*cost center _____*) \$_____.

Approved amount of Staff Development funding: (*for Staff Development Office use only*) \$_____.

6. Attach additional relevant information (e.g., conference brochures, vendor/travel arrangement confirmations, etc.). **Note: If requesting conference registration via Purchase Order or Check, attach appropriate request form and registration form; allow 30 days to process request paperwork.**

7. I request to be absent from campus/classes/work (if applicable): ___ / ___ / ___ To: ___ / ___ / ___

8. I have arranged coverage for my classes/work responsibilities (if applicable): _____

9. Please obtain all required approval signatures and return signed/completed form to Staff Development, mailbox #162; **any form lacking appropriate signatures will be returned to applicant.**

Applicant's Signature: _____ Date: _____

Approved Not Approved Supervisor/Dean: _____ Date: _____

Approved Not Approved *E-Team: _____ Date: _____

***"E-Team" refers to certain members of the President's Executive Team (e.g., Vice President of Academic Affairs, Vice President of Enrollment & Student Services, etc.)**

For Staff Development Office use only:

Approved Not Approved Staff Development: _____ Date: _____

Funding Approval Not To Exceed \$_____ Cost Center: _____ Line(s): _____

Staff Development Cost Center Head: _____ Funding Cycle: _____

Employee Name (Print): _____ Date: _____

**QUINSIGAMOND COMMUNITY COLLEGE
STAFF DEVELOPMENT**

REQUEST FOR DEVELOPMENTAL TRAVEL FUNDING, PART II

Submit reimbursement form, *upon completion of travel*, to Staff Development, mailbox #162.

Forms that are incomplete or lacking original receipts/documentation will be returned to applicant.

Instructions: Complete all applicable portions of this form; attach original receipts/documentation of payment (e.g., cancelled check/check image, credit card/bank statement, Vendor/PayPal receipt/confirmation). *Please note that photocopies are not acceptable forms of documentation; all receipts/documentation must be in their original state or reimbursement will not be made.* Submit form and documentation to Staff Development, mailbox #162, within 30 days of travel; Staff Development will forward all signed forms, original receipts/documentation to the Business Office.

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Airfare: (original receipts required) \$ _____

Mileage: (begin/end odometer readings required @ \$0.51/mile; complete table below) \$ _____

Parking: (original receipts required) \$ _____

Tolls: (original receipts required) \$ _____

Ground Transportation: (original receipts required; taxi bus shuttle train other) \$ _____

Automobile Rental: (original receipts required) \$ _____

Lodging & Room Tax: (original receipts required; _____ nights @ \$ _____/night) \$ _____

Meals: (overnight travel only; *attach required conference meal schedule*; complete table below) \$ _____

Registration Fees: (original receipts required) \$ _____

Miscellaneous: (please specify _____) \$ _____

Total Travel Expenses: \$ _____

Date(s) of Travel	Odometer Reading (Begin)	Odometer Reading (End)	Total Miles Traveled	Total Daily Mileage Expenses (\$0.51/Mile)

Date(s) of Travel/Meals	Breakfast (Maximum \$6.00/day)	Lunch (Maximum \$10.00/day)	Dinner (Maximum \$18.00/day)

Applicant's Signature: _____ Date: _____

Staff Development: _____ Date: _____

Comptroller: _____ Date: _____

For Staff Development Office use only:

Received: _____ Approved Reimbursement Amount: _____

Cost Center(s): _____ Line(s): _____ Funding Cycle: _____