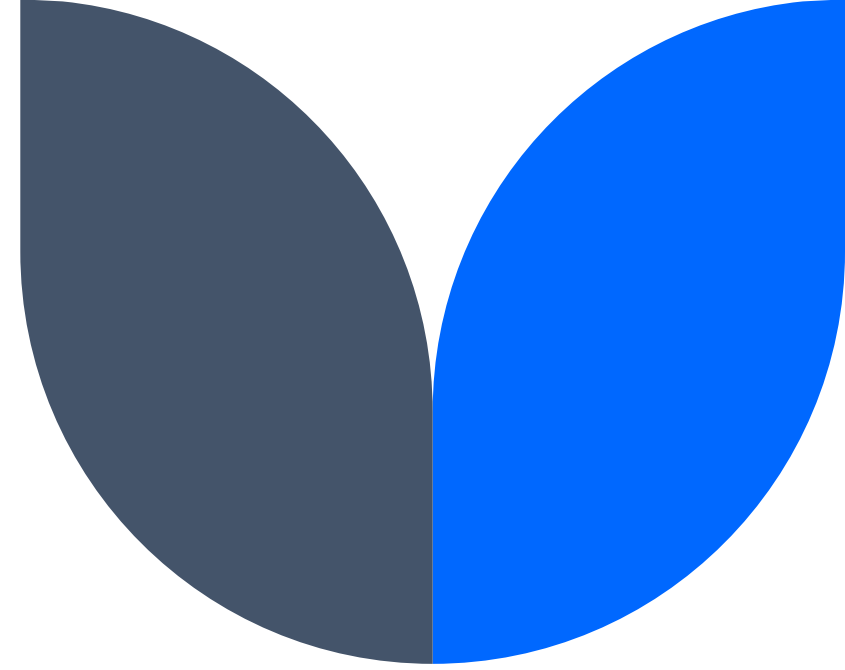





Professional Development: Travel Funding



Conference/Workshop/Seminar

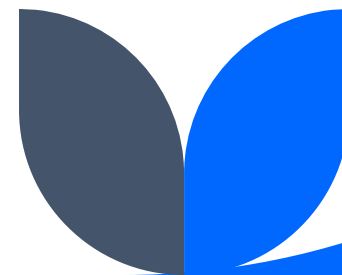
Please do not make any travel arrangements until you receive final approval from your Manager and Professional Development.



Travel:

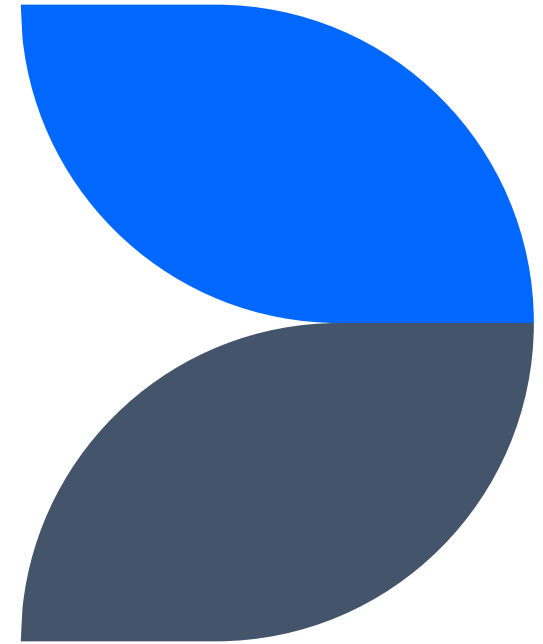
[Review SBCCD Administrative Procedure 7400:](#)

- Follow the above link to familiarize yourself with the guidelines and requirements outlined in SBCCD Administrative Procedure 7400 regarding travel requests.
- Professional Development helps fund one conference per employee/per academic year.



Complete the Travel Request Form:

- Fill out the [Travel Form](#) found here.
 - Your manager must sign the travel form before being submitted to approve PD funds.
 - Attach conference description/agenda.
 - **Do not charge until you receive final approval from Professional Development.**
- **Note: Professional Development does not process Travel Advance Requests.



Approval:

- When the Travel Request Form is completed, attach all information you are requesting reimbursement for, and submit the request to Shyla Cobbett for processing.
- Additionally, ensure that Rania Hamdy is CC'd on the email or notification
- The travel form will be returned with Dr. Oxendine's signature and the approved amount listed in box 15.

Per Diem and Mileage:

- SBCCD uses the Per Diem rates for the San Francisco area as established by GSA (www.gsa.gov/perdiem)
- Current reimbursement rate is at \$92.
- Meals are not reimbursable if provided by the conference or event
- The Mileage rate is based on the IRS mileage rate. This rate changes yearly, effective January 1, 2024, to .67 cents per mile driven.

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Francisco	San Francisco	\$92	\$23	\$26	\$38	\$5	\$69.00

Necessary Attachments for Spend Authorization to be Completed

If you are requesting reimbursement for the following:

SEND ALL ATTACHMENTS AS PDF	
Lodging including tax	Hotel estimate
Registration	Conference Registration page
Airfare	Airfare estimate
Car Rental	Car rental estimate
Parking	Hotel Parking information page
Per Diem	Agenda for Conference
Mileage	Map from Valley College or home address whichever is closer



Important Notes:

- ❖ Requests will be considered on a first-come, first-served basis.
- ❖ Ensure you submit your request EIGHT (8) weeks before your planned conference date.
- ❖ Funds are subject to availability, and eligibility criteria may apply.
- ❖ SBVC and SBCCD reserve the right to review and approve/deny applications based on available resources.
- ❖ Professional Development does not fund international conferences.
- ❖ Professional Development is designated for employees only and does not provide funds for students.