

# Classified Employee Clackamas Community College Professional and Personal Development Funds Application

## Instructions To Complete Application:

<p><b>1</b></p>	<p><i>Prior to completing this package, it is required that you have completed a Professional and Personal Development plan.</i></p> <p>Download the Classified Professional and Personal Development Funds Application package. The entire package consists of the following 3 forms:</p> <ol style="list-style-type: none"> <li><b>1.</b> Classified Professional and Personal Development Funds Application Form</li> <li><b>2.</b> Clackamas Community College Request for Payment (RFP) Form</li> <li><b>3.</b> Clackamas Community College Travel Voucher Form</li> </ol> <p><i>(You will always need to complete Form 1 and either the RFP or Travel Voucher depending on your type of reimbursement request!)</i></p>
<p><b>2</b></p>	<p>Complete the Professional and Personal Development Funds Application Form as you gather all supporting documents (such as: flyers, addenda listings, registration forms, receipts, invoices, copies of checks, copies of bank statements, and invoices (that are marked paid) to verify your expenses. This form is a fillable PDF and as so can be saved, edited (if need be), e-mailed, and/or printed.</p>
<p><b>3</b></p>	<p>After the Classified of Clackamas Community College Professional and Personal Development Funds Application has been completed, one of the Clackamas Community College reimbursement forms will need to be completed (unless you are planning to use a college credit card), which one depends on the type of reimbursement you are requesting.</p> <ul style="list-style-type: none"> <li>• If you <b>are not</b> claiming any travel expenses, transfer all relevant information to Clackamas Community College Request for Payment (RFP) Page. (HR will complete the "Account Numbers" and the Authorizing Signature.)</li> <li>• If you <b>are</b> claiming travel expenses, transfer all relevant information to the Clackamas Community College Travel Voucher Page and use the appropriate per diem charts for your lodging and meals expenses. The link for per diem information. &lt;<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>&gt; <i>(You will need to print the appropriate per diem charts and attach them to the application package.)</i> If you are requesting mileage, a map documenting the distances is also needed.</li> <li>• <b>College Credit Card:</b> Pre-authorization to use a college credit card must be granted by HR prior to its use. Please attach proof of pricing for each expense, along with event description and agenda. This form must be signed by the Dean/Director if requesting to use a college card.</li> </ul>
<p><b>4</b></p>	<p>After you have completed the Professional and Personal Development Funds Application Form and either the RFP or Travel Voucher form, or have attached all of your documentation for using a college credit card, they will need to be submitted (with all supporting materials) to the Classified Professional Development Committee Chair at <a href="mailto:jennifer.jett@clackamas.edu">jennifer.jett@clackamas.edu</a></p>

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“\*” Indicates a Required Field

<b>Personal Information:</b>	*CCC Id #
*Full Name	*Department
*eMail	*Phone

## General Budget Outline:

Registration Fee / Class Tuition.....	\$	Attach receipts, any flyer/poster, (anything relevant)
Materials for Class or Seminar.....	\$	Attach receipts
Travel Cost ( <i>round trip</i> ).....	\$	Attach receipts (traveling by auto – use current IRS Mileage Rate)
Lodging ( <i>at per diem rate</i> ).....	\$	Refer to per diem rate chart or attach receipts
Meals ( <i>at per diem rate</i> ).....	\$	Refer to per diem rate chart
Professional Membership / Dues....	\$	Attach receipts
Periodicals / Reference Books.....	\$	Attach receipts
Other:.....	\$	Attach receipts for anything that doesn't fit in the categories above
<b>*Total</b>	\$	Total will auto accumulate

If any of these fields are used – You will need to complete CCC Travel Voucher Form.

**Amount requesting to use college credit card for:** \_\_\_\_\_

**Description:** (*Attach additional sheets if necessary*)

\*How do these activities help you grow in your professional/personal development?

## Signatures:

*Applicant	*Date
*Supervisor	*Date
*CCC Classified PD Chair	*Date
Notes	