

# Professional Development Funding Request Information Sheet

## General Information

Limited funding for professional development activities not covered by your department budget is available for faculty, classified staff, and managers. Contact your Department Chair or Direct Supervisor to determine if full or partial department funding is available before submitting a request. Requests for funding may be submitted by individuals only. Below you will find the link to the application and step-by-step instructions to file an application.

**Deadline to submit:** Funding requests must be approved prior to travel (no exceptions). To be considered for funding, a complete application must be submitted 45 days before the activity for in-state travel. Out-of-state travel, as well as travel beyond 500 miles from primary work site, must be submitted 60 days before the event. See [RCCD Policy 6900](#) and [RCCD Administrative Procedure 6907](#) for more information.

Before submitting your application, you must receive endorsement from your Department Chair or Direct Supervisor to verify that this professional development activity fits within the scope of your duties at the college. Your application will be evaluated by the Professional Development Administrator and Co-Chairs to determine if it qualifies for funding from available sources. The applicant will be notified of the funding decision via email within ten business days.

*Note: Incomplete applications will not be processed until all required signatures and materials have been provided by applicant.*

## Directions

### Part 1: Submitting Your Application

- Access the [Professional Development Activity Funding Request Application](#) and type in responses.
- Read “Dissemination Activity Ideas” to identify possible ways of disseminating what you learned to others at Norco College, and explain your dissemination plan on application form.
- Estimate expenses in the section provided in the application.  
As of January 1, 2020, the mileage reimbursement is 57.5 cents per mile. For more information:  
[IRS 2020 Federal Mileage Rate](#)
- Attach event agenda which includes registration costs and negotiated hotel rate (if applicable).
- Obtain chair’s or supervisor’s signature.
- Submit your application via email, inter campus mail, or in person to: Bernice Delgado  
([Bernice.Delgado@NorcoCollege.edu](mailto:Bernice.Delgado@NorcoCollege.edu)) (951) 739- 7819, STEM Center, Student Equity Department

### Part 2: After You Complete Your Activity

- Contact Bernice Delgado if you need assistance with uploading receipts in Concur. The Professional Development Administrator will review and approve/decline travel expenses. Employees will be reimbursed approximately 30-45 business days after travel expenses are approved in Concur.
- Carry out your planned dissemination of what you learned and send a copy of your presentation materials to the Professional Development Administrator for record-keeping purposes only.
- Faculty: Submit individual evidence of completing the activity for flex credit to Nicole Brown ([Nicole.Brown@NorcoCollege.Edu](mailto:Nicole.Brown@NorcoCollege.Edu)) or in person SSV 127, along with the form for flex credit. For directions, click here: [LINK](#)