

## PROFESSIONAL DEVELOPMENT ACTIVITY FUNDING REQUEST FLOW CHART

Visit "Funding Request" page in PD Committee website. Review PD Funding Request Information Sheet.

Download and complete PD Funding Request Application. Print, sign and attach conference agenda (include conference hotel rates and registration fees)

Secure signature approval from department Chair or Supervisor.

If approved, forward complete application packet to Bernice Delgado via email, in person, or inner office mail.

[Bernice.delgado@norcocollege.edu](mailto:Bernice.delgado@norcocollege.edu)

Bernice Delgado, Student Equity Dept.

PD Administrator and PDC Co-chairs review request. A decision is emailed to applicant within 10 business days.

If approved, Bernice Delgado contacts applicant to initiate the travel process using Concur.

Applicant makes own travel arrangements based on approved travel costs.

After activity is completed, applicant submits receipts in Concur and a copy of information dissemination plan materials to the PD administrator for record keeping purposes.

Flex Credit: Complete and submit flex credit form and evidence to Nicole Brown.  
[nicole.brown@norcocollege.edu](mailto:nicole.brown@norcocollege.edu) or SSV 127