

CTEA/Perkins 2011-12 Professional Development
Travel Procedure

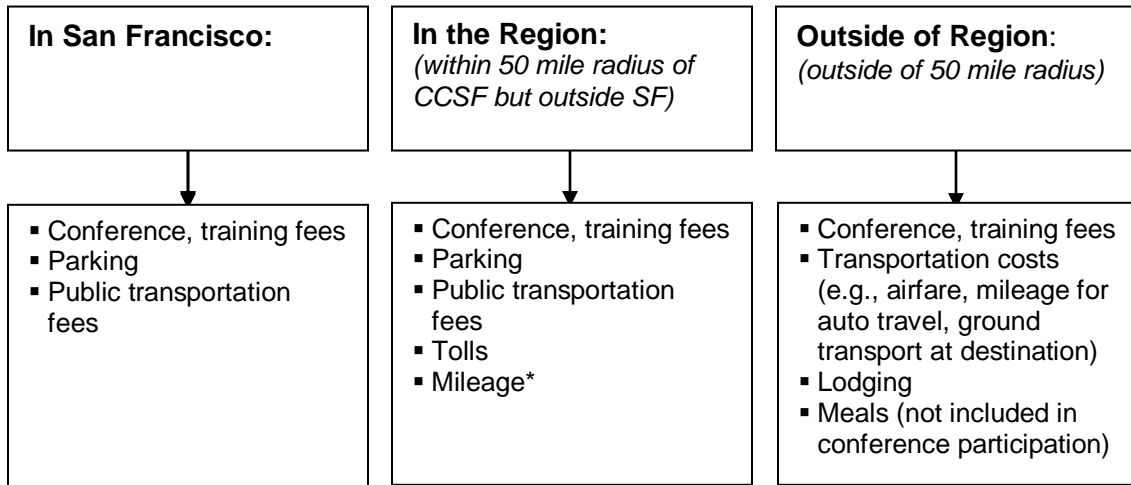
Once you have submitted and received approval for your application for **CTEA/Perkins 2011-12 Professional Development Funds** through the Office of Career & Technical Education (CTE), please follow these steps.

- Complete a district *Requisition* and *Travel Order Form* and obtain your Department Chair's signature. Complete the form at least **30 days in advance** of the activity to receive appropriate approvals. Attach any documents pertaining to travel request (e.g., agendas, registration forms). *Requisitions* and *Travel Order Forms* are available at:
http://www.ccsf.edu/NEW/content/dam/Organizational_Assets/Department/dbo/requisition_travel02.pdf. Your Dept Chair or Dean may also keep copies on file.

Note: Travel expenses for professional development outside the region (50 mile radius of CCSF) will be filled on a case-by-case basis by the Office of CTE. **Out-of-state travel will not be eligible for Perkins funding.**

- Estimate expenses carefully; *reimbursement cannot exceed the pre-approved amount.*

To determine what expenses you can claim for professional development, use the following guidelines...



**Mileage:* As of January 2011, the mileage reimbursement rate is \$0.51; when driving your car to a professional development event, you may claim mileage from your home or workplace, *whichever is less.*

- Forward *Requisition* and *Travel Order Form* to Zeny Perez, Office of CTE, Box C30.
- Zeny will review and obtain mandatory signatures from Beth Cataldo & Phyllis McGuire, Associate Vice Chancellor. Once approved by the Office of CTE, Zeny will forward your *Travel Order* to the District Business Office – Accounting.
- The District Business Office – Accounting will send you a copy of the approved *Travel Order* and an *Expense Report* with instructions.

- Complete your professional development and fill out the *Expense Report*; collect all required original and itemized receipts indicating payment (not balance due receipts summarizing total payment) and documentation (e.g. agendas, conference materials, proof of participation, etc.).
 - For auto expenses (mileage, parking, tolls, etc.), provide an online print-out of distance traveled using a service such as GoogleMaps, Mapquest, YahooMaps, etc.; print-outs should show starting and destination points and distance traveled.
- Keep personal copies of all forms/documents related to this travel.
- Submit the completed *Expense Report* to Zeny Perez in the Office of CTE, attaching ALL original supporting documents within 10 working days of attendance at training/conference. *Requests for reimbursement greater than the amount authorized by the Office of CTE will not be honored. Expense Report forms are available at the District Business Office. Your Dept Chair or Dean may also keep copies on file.*

The District Business Office – Accounting will distribute your reimbursement.