

S&PD Activity Proposal & Report Forms

The following S&PD forms are to be used as indicated in the application process for S&PD funding of specific activities. Applicants should always download the forms from the SPD webpage to obtain the most up-to-date versions.

FORM	FOR USE BY:	PURPOSE
Form A - Travel	All FT Faculty / Instructors & FT Staff	Use this form for activities that require travel and/or prepayment of registration. <i>(May also be used for non-travel activities)</i>
Form D - Activity Report Form	All recipients of approved proposals	Use this form to summarize the outcome of your activity when completed. This form is <u>required</u> to be submitted to the appropriate Administrator <u>within 1 week</u> upon completion of all approved activities.

The guidelines that follow contain detailed criteria for the application of S&PD funding of proposed activities.

All essential travel is charged to your department's organization budget.

Non-essential travel requests for S&PD funding will be submitted to the appropriate Administrator.

- 1) The Vice Presidents of Academic Affairs, Administration and Business Services, Student Services, Information Services and Advancement (also referred to as the Administrators) will each have an S&PD Committee that reviews all Collegewide requests for S&PD funds from the respective area. The appropriate Administrator will have final approval.
- 2) All credit, PSAV, and CCE full-time faculty / instructors and full-time academic staff will submit requests for S&PD funding to the Vice President of Academic Affairs, Dr. Roger Yohe (includes district academic budget orgs).
- 3) All Provosts and campus non-academic, non-student services staff will submit requests for S&PD funding of non-essential travel to the Vice President of Administration & Business Services, Richard Becker.
- 4) All Business Services full-time staff will submit S&PD proposals to the Vice President of Administration and Business Services, Mr. Richard Becker.
- 5) All Student Services full-time staff will submit S&PD proposals to the Vice President of Student Services and Enrollment Management, Dr. Peter Barbatis.
- 6) All Information Services full-time staff will submit S&PD proposals to the Vice President of Information Services.
- 7) The Administrators will keep a record of all expenditures and activities.

Professional Development Guidelines

1. Complete the Staff & Program Development Proposal Form for the proposed activity:
2. **For submission to the Business Office, Information Services or Student Services Office:** Forward original proposal with required signatures and documentation to the office of the appropriate Administrator for processing. Proposals must be in the appropriate Administrator's office by the first business day of each month.

For submission to Academic Affairs: The applicant must send the completed proposal form electronically for approval to his/her direct supervisor. Each supervisor should indicate his/her approval in an email message and forward the electronic proposal to the next supervisor (ending with the Dean for faculty). The Dean, or last supervisor, should indicate his/her approval by checking the "yes" or "no" box on the proposal form and then forward it electronically to the VPAA office to [mailto: dunnam@palmbeachstate.edu](mailto:dunnam@palmbeachstate.edu) no later than noon three business days prior to the first business day of each month.

3. S&PD Committees will meet to review proposals and make recommendations to the appropriate Administrator.

Academic Affairs only:

The Academic S&PD Committee schedule for when recommendations are due can be found on the Academic Affairs [SPD website](#). When the committee is unavailable May through August, proposals will be reviewed and approved by the VPAA.

4. The Administrator's office will notify the applicant of the status of the funding recommendation for the proposal.
5. Within one week after completion of the activity, a Request for Reimbursement (if applicable) and a completed Activity Report (Form D), of one page or less, must be submitted to the appropriate Administrator.

FUNDING RESTRICTIONS:

NEW - The funding allocated for SPD (academic affairs only) will be divided into three separate portions for events that require travel and non-travel activities. Approved SPD requests for Fall event/travel dates (August – December) will receive 40% of the allotted amount, Spring (January – April) will receive 40% and Summer (May – July) will receive the remaining 20%. Once that term's allotted funds have reached its cap, no more proposals will be reviewed for that term. It is advisable to submit your SPD request early to increase your chances of receiving funding. You may submit for example, your February SPD proposal in November or at any time prior to your event as long as all the information is available and funding has not reached its cap for that term. Any term that has funds not expended will be carried over.

1. S&PD funds are for full-time faculty / instructors and staff use and not for students, grant-funded personnel, or adjuncts.
2. Travel outside the continental *United States will not be approved.
3. S&PD funds will pay the early and/or **basic registration fee only**. Payment of the difference between the early basic registration fee vs. the late registration fee
4. Rental car requests to cities where alternative transportation is available will not be approved.
5. Lodging in Broward, Palm Beach, Martin, and St. Lucie counties will not be approved.
6. **Faculty / Instructors will not be approved for travel activities during the first 2 weeks or the last 2 weeks of a term.**
7. Faculty / Instructors are limited to one travel or activity per Fiscal Year.

Travel Guidelines

8. A maximum of four people may be funded to attend the same in-state conference or activity; a maximum of 2 people may be funded to attend the same out-of-state conference or activity. In the event the maximum number of people has been approved to attend a conference or activity, the VPAA office will notify additional applicants immediately and the request will not be placed on the agenda for the committee.
9. The applicant is responsible for making all travel arrangements. The administrative offices do not book hotels, transportation, etc. for S&PD funded travel.
 - a. Estimates for airfare can be obtained on your own or through a travel agency. Be advised that by statute you must have approval for travel before you can incur an expense. If you book the trip in advance and the trip is not approved, PBSC cannot reimburse you. Once your travel is approved you may book your travel arrangements using your personal credit card. Reimbursement will not take place until after you have returned and completed the necessary paperwork with accompanying documentation. OR You may use your college P-card, please refer to the [P-Card](#) website and manual for any restrictions. See PBSC [Travel](#) Office website for additional information.
10. **Academic Affairs only:**
See additional [S&PD Rules, Limitations, and Restrictions](#) on the Academic Affairs SPD website for proposals submitted to the VPAA.

* Trips to Canada may be reviewed, but are subject to pre-approval by the travel office and the administrator, before submission to the S&PD committee. **Pre-approval does not guarantee S&PD funding.**