**MOORPARK COLLEGE**

**Part-Time Faculty Professional Development Travel Funds**

**Activity Proposal Form, 2025-2026**

**NAME:**

**Submittal date:**

**Classes currently teaching:**

**Department:**

**Contact phone number:**

**Amount requested (not to exceed $750):**

**Dean signature** confirming travel is relevant to the faculty member’s assigned discipline:

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Proposed activity (name of conference, workshop, etc.):

Proposed activity date(s):

Proposed activity location (or note if activity is online):

**Application Guidelines**

1. Applicants may request professional development travel funds if they are:
   * Full-time or part-time faculty and
   * Attending a professional meeting, workshop, or conference (including professional online activities).

1. Individual applicants are eligible for funding to cover one activity per fiscal year.
   * Requests for funds are reviewed by the Travel Funds Work Group, a sub-committee of the Professional Development Committee.

**Applications will not be considered after April of the current academic year (funds may be used for activities being held after April, but the application materials must be submitted and approved before May).**

**Please Complete:**

1. Please **attach a written statement**, limited to one page, describing the professional activity and how it meets the checked items under AB 1725 Criteria listed below.
2. Please attach relevant information about professional activity such as website, flyer, online program schedule, and so on, making sure to note registration and other costs.
3. Please also attach documentation for the following (note these need not be actual receipts, but those do count!):
   1. screen shot showing registration costs
   2. average lodging and airfare costs (as applicable)
   3. documentation to demonstrate other costs such as rental car
   4. **Special note:** faculty are entitled to $55 per diem for meal costs when attending an in-person activity. We do not need documentation for that estimated cost but make sure to account for that in your overall estimate for funds. You will need to include the receipts for your meals in the final paperwork.
4. List any other funding sources for this activity/event (for example fee waiver, department funding, honorarium, contract travel money, shared costs, etc.) Also note any registration discounts, etc.
5. How do you plan to share this information with colleagues when you return (underline all that apply)?

* Written report
* Department meeting presentation
* Presentation at PD workshop

1. Underline below which item/items meet the AB 1725 criteria for this activity.

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| **AB 1725 Criteria**   * Improvement of teaching * Maintenance of current academic and technical knowledge and skills * In-service training for vocational education and employment preparation programs * Re-training to meet changing institutional needs * Development of innovations in instructional and administrative techniques and program effectiveness * Computer and technological proficiency programs * Courses and training implementing affirmative action and upward mobility programs * Other activities determined to be related to educational and professional development pursuant to criteria, established by the Board of Governors of the California Community Colleges, and including but not necessarily limited to programs designed to develop self-esteem |

**Submit completed application form to your division dean and administrative assistant, who upon approval, can forward the form to the Professional Development Coordinator. Please complete application at least ONE month for domestic travel and THREE months for international travel.**

Please note that via Assembly Bill 1887, the following states are currently subject to California’s ban on state-funded and state-sponsored travel so we cannot provide PD funds for travel to these states:

1. Alabama
2. Arizona
3. Arkansas
4. Florida
5. Georgia
6. Idaho
7. Indiana
8. Iowa
9. Kansas
10. Kentucky
11. Louisiana
12. Mississippi
13. Montana
14. North Carolina
15. North Dakota
16. Ohio
17. Oklahoma
18. South Carolina
19. South Dakota
20. Tennessee
21. Texas
22. Utah
23. West Virginia

Faculty are still permitted to attend conferences and other professional development activities in these states, but we cannot provide state funding to cover the costs.

**Application procedure:**

1. Complete request form
2. Send form to division dean and administrative assistant for dean signature
3. Travel Funds Workgroup will determine eligibility
4. If approved, the Travel Funds Workgroup will contact you with further instructions for uploading materials to Chrome River
5. After travel/online activity, upload receipts to Chrome River for reimbursement.

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| **For PD Committee**  The above request is:  \_\_Approved for the amount of \_\_  \_\_Not approved because  **PD Tri-Chair signature**  **Faculty member #1 signature**  **Faculty member #2 signature** |