

**MONTEREY PENINSULA COLLEGE**  
**PROFESSIONAL DEVELOPMENT REQUEST**

**Purpose:** To request funds for professional development travel, training, and conference attendance.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title of Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Check One:**    ( ) Faculty    ( ) Classified    ( ) Administrative    ( ) Classified Management

**Proposal Request**

**Conference Title or Institution Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

The funds available for professional development must be utilized in the following areas: Indicate which area of training will be addressed.

- |  |   |
|--|---|
| <input type="checkbox"/> Improvement of teaching.  | <input type="checkbox"/> Development of innovations in instructional and administrative techniques and program effectiveness. |
| <input type="checkbox"/> Maintenance of currency in academic and technical knowledge and skills. | <input type="checkbox"/> Computer and technological proficiency programs.   |
| <input type="checkbox"/> Retraining to meet changing institutional needs.                        |   |

**On a separate sheet, explain how the activity for which you seek funding will benefit you relative to the area checked above.**

**Request Budget** (receipts are required for reimbursement)

Registration Fee: \$ \_\_\_\_\_

Books/Videos: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ nights at \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Car Rental, Taxi, Parking: \$ \_\_\_\_\_

Other: (specify) \_\_\_\_\_

Mileage: \_\_\_\_\_ @ 58.5/mile \$ \_\_\_\_\_

Less other funding \$ \_\_\_\_\_

**Total requested:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Chair/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(for out of state/country travel only)

**Professional Development Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_