

## NCC Professional Development Packet

The *NCC Professional Development Packet* must be completed once you have received your pre-approval for accessing professional development funds. The amount that you initially request will be the "maximum reimbursable amount", which means that you cannot request additional funds once you return from your event. Make sure that you include all estimated expenses in your initial request so that proper funding can be secured in advance.

All paperwork submitted to the Business Office must be completed using blue or black ink only and have **all** required signatures or it will be returned to you. **Upon your return, you will need to make an appointment with the Business Office in order to complete your reimbursement process.** Completed professional packets should be submitted *at least 6-weeks* prior to your activity.

### BEFORE you travel, complete and provide the following forms:

1. **Request for Professional Development Funds form:** information about the activity and the identification of funding that is being requested (College/Carl Perkins Grant funds). Please make sure to fill out each section completely. **The "Funding Request" section will be completed by the HR office for you.**
2. **Request for In/Out- of-State Travel form:** Hotel, airfare, meals/tips/taxis are all considered travel expenses and are reimbursed with this form.
3. **Professional Growth Plan:** must accompany all fund requests and be signed by your supervisor.
4. **Back-up documentation should *always* be included with your request for professional development funds.** The following types of documentation should be included:
  - a. Conference or workshop content (can be in the form of a brochure or web download)
  - b. Hotel quotes (can also be received via fax/downloaded via the web)
  - c. Per diem rates for the area to which you are travelling
    - Visit <https://www.gsa.gov/travel/plan-book/per-diem-rates> and attach screen prints for **both** the City and State per diem rates for "Lodging by Month" and for the "Meals and Incidentals (MIE) breakdowns".

### FOR GRANT FUNDED REQUESTS ONLY:

- **In-house Requisition (IHR) form: required for each vendor as follows if NCC prepays**
  - **One for registration costs** (if you are requesting pre-payment please note this clearly on the IHR and highlight)
  - **One for airfare** (coordinate through the Business Office as vendor can directly bill college)
  - **One for the hotel/meals/tips/taxis, etc.** (this expense may be reimbursed after you return and current mileage rates apply)
- **Only one IHR form is needed if traveler pays up front, as they are considered the "vendor" and will be reimbursed as such**

### AFTER you return, please provide the following forms to the Business Office:

1. **Proof of Attendance Form:** a certificate of completion and/or proof of attendance form must be submitted to the Business Office after your event.
2. **Personal Reimbursement Form:** completed form should be brought to your meeting with the Business Office.

**\*\*Remember to save all of your original receipts and bring them to your meeting with the Business Office within 10 business days of your return \*\***