

Professional Development

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Funding

Funding for 2022-2023 conferences is available! Applications are currently being accepted.

- The limit for each faculty is \$1,800 this year.
- The limit for ACE Classified Staff members is \$1,600.

Heads up! Travel ban in place.

California's attorney general has announced [a ban on state-funded or state-sponsored travel](#) to states that discriminate against the LGBTQ+ community. States included in the ban, which was authorized under [AB 1887](#), are Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, and West Virginia.

Travel and Conference Funds CANNOT be used to travel to these states.

How do I apply for professional development funds, and if approved, get reimbursed?

1. Fill out the [Smartsheet application](#) and attach ALL receipts/documentation of estimates. Note that the software does not save the data as you fill it out, so please be sure to have all of your event information prior to beginning. The application could take up to 10-15 minutes to complete.



We're Here to Help!
Professional Development

 (650) 949-7943

Travel and Conference Application and Reimbursement Process Infographic

Travel and Conference Fund Application and Reimbursement Process

[https://foothill.edu/professional-development/travel-and-conferences.html](#)

STEP 1 Gather your documentation

Collect the paperwork you'll need to attach to your application. You'll need instructions/itinerary describing the event, location, dates, and cost. If the event is in person, you'll also need an estimate of food cost, Google map showing mileage or an estimate of your airfare and ground transportation costs.

STEP 2 Check the banned state list

In 2020, California passed AB 1887 that bans state-funded or state-sponsored travel to states with laws discriminating against the LGBTQ+ community. Consequently, Travel and Conference Funds cannot be used for travel to these states. If your event is in person, check the list of banned states at [https://www.cdss.ca.gov/AB1887](#).

STEP 3 Complete the Smartsheet Application

Please sure to complete all the fields on the application form and upload all of your documentation.

STEP 4 Your supervisor reviews your application.

After you hit "submit," your application immediately goes to your dean. They will review, usually with the most focus on the event description and your statement of benefit. If they don't approve you'll get an email notification. If they're needing more info, you'll get an email prompting you to add the missing info. If they approve it is, your application goes to the TAC Fund committee.

2. Wait 10-14 days to receive notification about the status of your request. It may be approved as is, denied as is, or more info may be needed. You'll receive an email with detailed information at your district email address.
3. Attend the conference! Save ALL your receipts as you must submit them when you return them in order to be reimbursed.
4. The day after the conference ends, you'll receive an email prompting you to return to the Smartsheet to upload your completed **Trip Voucher**  and ALL receipts documentation.
5. Receive your check within 7-10 business days.

Deadline Dates: Travel/Conference Requests

Applications must be submitted 30 business days prior to the conference date. Applications will be accepted and reviewed on a quarter per quarter basis.

The Travel & Conference Committee will review the applications. Every effort will be made to fully fund requests. Depending on the number of requests received, requests may be partially funded. Applicants will be notified via district email once the committee has reviewed your application.

International travel must be approved by the Chancellor. You must download and process the form PRIOR to submitting your Smartsheet application. The form can be found at the following link:

[International Travel Authorization College Related Business Board Policy 4176](#) 

After obtaining the required signatures, bring the form to the Chancellor's Office. After it has been approved by the Chancellor, the Chancellor's Office will email it back to you. The form should then be attached to your Smartsheet application.



T&C Fund Committee reviews your application.

STEP 5
The T&C Fund Committee includes two faculty (one representing PK and one representing Academic Services) and one administrator. All three review your application closely to make sure it aligns with the [district travel policy](#). You may receive an email prompting you to add missing info or make corrections to comply with the travel policy. Once all three weigh in, you'll get an email telling you how if your application has been approved, if it is.

STEP 6
Go to your conference! Have fun and learn lots of new stuff! 

Complete and Upload your Trip Voucher and Receipts

STEP 7
The day after your event concludes, you'll get an email with a link to upload your [Trip Voucher](#) and your receipts. Complete all fields in the voucher, making sure the info is consistent with your original approved application. Then, click the link in the email to upload the completed voucher and receipts. You have 30 days after your event to do this or your funding may be forfeited.

Trip Voucher Approval Process

STEP 8
Our administrative assistants review your voucher and receipts to verify the voucher is consistent with your application and that all needed receipts are included. They then forward the documents to the Dean of Equity for final approval, and then your packet is sent to Accounts Payable to process.

STEP 9
Receive your reimbursement check
Once received by accounts payable, most reimbursements are issued within 10-14 days. 

Need to report? 

For questions please contact Dina Covatta at dcovatta@psdschools.edu



Conference and Travel Policy and Procedures

- Applicant is responsible for all costs and will be reimbursed for approved expenses upon return from the conference and the submission of a completed trip voucher.
- [Professional Conference Funds, Policies](#) (pdf)
- Upon return from your trip, you'll receive an email prompting you to update your Smartsheet form with a completed [Trip Voucher](#) and receipts. You must upload your Voucher and receipts *within 30 days of your return or your funds will be forfeited.*

Note: If any travel expenses were charged to a district pro card:

1. Print out the Banner budget screen of the pro-card account once the expenses hit that budget: the specific screen is titled "Organization Budget Status Detail Report", and it MUST have a "Document Code" column. Yellow-highlight the expenses with notes about what they are.
2. Collect any receipts
3. Send the budget printout (with the budget's FOAP) and receipts to [Erika Cervantes](mailto:cervanteserika@fhda.edu) at cervanteserika@fhda.edu. She will fill out an [expense transfer form](#) (xls) and credit your pro-card account from the travel fund.

Conference Funding Application

- Submit your application and all required documentation via [Smartsheets](#). Please note that the software does not save the data as you fill it out. Please be sure to have all of your event information prior to beginning this application. This application could take up to 10-15 minutes to complete.
- Notification of committee approval and all related correspondence will be sent through your District Email address.

Travel and Conference Quick Forms

- [District Accounting Travel Policy](#)

Reimbursement - All banner forms

- [Trip Voucher Form](#)
- [Travel Advance Form](#)
- [Mileage Form](#)
- [International Travel Authorization Form](#)