

**Lee College
Professional Development Committee Application for Funds**

Requested by: _____ Today's Date: _____
 Department: _____ Budget Number: _____
 Event: _____
 Destination: _____ Trip Date: _____ to _____

Estimated Expenses:

- Personal Car: _____ Miles @ .505/miles \$ _____
- Public Transportation: Type: _____ \$ _____
- Public Transportation: Type: _____ \$ _____
- Public Transportation: Type: _____ \$ _____
- Accommodations: _____ Nights @ _____ Per night \$ _____
- Meals: _____ days @ _____ Per day (max 46.00 per day) \$ _____
- Registration Fee: _____ \$ _____
- Other expenses: Type: _____ \$ _____
- Other expenses: Type: _____ \$ _____

Total Estimated Expenses \$ _____

Subtract Department Travel Funds: (Include remaining and/or indicate if funds have been used). \$ (_____)

Total Remaining Expenses: \$ _____

Total PDC funding request: (\$900.00 Maximum) \$ _____

Signatures:

Requester Date

Division Chair Date

Instructions: You must submit **a completed** PDC Application Packet with required information and signatures to the Professional Development Committee Chair at least 4 to 6 weeks prior to event/travel to receive consideration for funding. Requests submitted after the date of event will not be considered.

Email or Send 1 Hard Copy of application packet that includes this form, a memo explaining how this professional development event/activity relates and/or helps achieve at least one Lee College Goal and/or QEP and the brochure or website for the event.

*If professional development funds are awarded, please refer to new travel policy. Applicants are urged to submit a brief report on the event/activity fund by PDC monies to the chair of the Professional Development Committee and to their division chair.