



**ONLINE LEARNING PROFESSIONAL DEVELOPMENT APPLICATION FOR FUNDS**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Budget #: \_\_\_\_\_  
Event: \_\_\_\_\_  
Destination: \_\_\_\_\_ Trip Date: \_\_\_\_\_

**Estimated Expenses:**

Personal Vehicle: \_\_\_\_\_ miles (@ IRS current mileage rate) \$ \_\_\_\_\_  
Public Transportation Type: \_\_\_\_\_ \$ \_\_\_\_\_  
Public Transportation Type: \_\_\_\_\_ \$ \_\_\_\_\_  
Accommodations: Nights @ \_\_\_\_\_ Per night \_\_\_\_\_ \$ \_\_\_\_\_  
Meals: \_\_\_\_\_ days @ \$59.00 per day or ½ first travel day \$29.50  
(Texas travel) \$ \_\_\_\_\_  
Registration Fee: \_\_\_\_\_ \$ \_\_\_\_\_  
Other expenses: Type: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Total Estimated Expenses** \$ \_\_\_\_\_

<b>Total OLPD funding request:</b>	\$ _____
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Signatures:

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

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

\_\_\_\_\_  
**Online Learning Coordinator** Date: \_\_\_\_\_

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

**Email** the application packet that includes this form, and the brochure or website for the event.

**Specify the general nature of the application:**

\_\_\_\_\_ Short-term course, workshop, meeting, conference (including Lee College Community Education offerings)

\_\_\_\_\_ Field Trip to another college, institution or facility to observe operation of equipment, a process or person(s) with position similar to applicant.

\_\_\_\_\_ College credit course work not available at Lee College, which is closely related to applicant's job responsibilities and is not eligible for tuition reimbursement using Employee education Assistance benefits.

\_\_\_\_\_ Other (please specify)

Brief description of activity (event flyer or other documentation must be attached):

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Brief description of how participation in this activity will enhance your job performance at Lee College and identify Lee College Goal activity it is related to:

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How will knowledge/skills obtained from this experience be shared with other Lee College employees? (Following any Professional Development Activity funded by the OLPD, the recipient is required to share the knowledge learned through the activity by either: writing a report and posting it to the Lee College Distance Education portal or by presenting a verbal report/workshop for faculty.)

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*Requester must complete all parts of the application and required documentation or application request will automatically denied.*