

## Metropolitan State College of Denver

### Professional Development Funding Program and Associated Procedures for Application (Effective May 1, 2003)

1. There are two categories of professional development (PD) activities that are eligible for funding:  
  
**Category A.)** Academic course work  
**Category B.)** Professional seminars/conferences.
2. Eligible employees must have been employed at the College for a minimum of 6 (six) months before applying for PD funds.
3. Eligible employees can receive a maximum PD award of \$500 per fiscal year (July 1 to June 30<sup>th</sup> of the following year). The \$500 maximum can be attained in one single award or by applying for several smaller awards throughout the year that would collectively total the \$500 maximum (if receipts substantiate such expense and funding is approved/available.) The maximum award of \$500 can be given for any approved activity in either category A or category B or a combination of the two categories.
4. **Effective May 1, 2003 all PD applications must be submitted electronically.** See instructions in the “How To Apply” sections that follow.
5. The PD Chair and the College’s Accounting Department collaboratively coordinate employee/departamental reimbursements and manage the PD program. Thus, the instructions that follow outline procedures to be done simultaneously in order to obtain PD funding and reimbursement from the College’s Accounting Department. *Please adhere to these procedures to ensure a timely response to your requests.*
6. There is a limited amount of PD funds allocated annually. Once these funds are fully utilized within a fiscal year, on a first-come, first-serve basis, the College community will be informed through an E-mail communication that no additional PD funding can occur until the beginning of the next fiscal year.
7. Applications for PD Funding can be submitted **at any time** according to the procedures outlined below. Applications will be processed upon receipt and will be funded on a first-come, first-serve basis, until all PD resources are depleted.
8. In order to fairly distribute PD funds throughout the College, no more than 4 (four) employees from the same department will be awarded PD funds for attending the same conference. In this case, only 4 PD applications should be submitted.

## HOW TO APPLY...

First determine if you are applying for PD funding under A or B below and then proceed accordingly.

A.) If PD application is for academic coursework where an employee would be directly reimbursed: Follow procedures in #9 below.

B.) If PD application is for seminars/conferences where the department account would be directly reimbursed: Follow procedures in #10 below.

### **9. Category A Procedure (Academic Coursework – For Employee Reimbursement)**

1. Employee completes PD application on-line.  
Instructions below.

How to Access Professional Development Application Form

- A. Double click on My Computer
  - B. Double click on Sharedfiles on 'Neptune' (S:)
  - C. Double click on the public folder
  - D. Double click on the PROFDEV folder
  - E. Double click on the PDAPPL.doc document to open it.
  - F. Click File>Save as> and save under your own name to your own workstation.
  - G. Complete the form, save again.
  - H. Attach the on-line PD application form as an attachment to an E-mail to your immediate supervisor.
2. Supervisor to complete supervisor section of PD application on-line.  
Instructions below.
    - A. Open PD attachment sent by your employee and complete Supervisor section. Note: NO FOAP needed for “category A” PD.
    - B. Click File>Save as> and save under your own name to your own workstation.
    - C. Attach the completed on-line PD application form to an E-mail to Steve Monaco, PD Chair, at [monacos@mscd.edu](mailto:monacos@mscd.edu) **AND** to either Elaine Becks at [beckssmi@mscd.edu](mailto:beckssmi@mscd.edu) if for UNDERGRADUATE coursework reimbursement **OR** to Nancy Weaver at [weavern@mscd.edu](mailto:weavern@mscd.edu) if for GRADUATE coursework reimbursement.

NOTE: PD application has a box for employees to indicate if coursework is at the undergraduate or graduate level.

3. PD Chair will then E-mail supervisor, employee and accounting/payroll acknowledging receipt of application and initial approval (final approval is contingent on receipts) or denial of request.

4. Employee must **mail** the following to Steve Monaco, PD Chair, at Campus Box 20 **within 30 days of registration:**
  - a. 2 (two) copies of class schedule and b.) 2 (two) copies of payment receipt.
5. PD Chair will then authorize appropriate reimbursement in conjunction with receipt verification. NOTE: This reimbursement occurs after the employee has paid up-front for the academic coursework.

## **10. Category B Procedures** **(Seminars/Conferences – For Departmental Reimbursement)**

**Note:** It is the responsibility of the department/employee to make all arrangements for travel, hotel, registration, etc. to any seminar or conference. Departments will initially expend funds from their departmental accounts for employee travel, hotel, registrations, etc. If approved, after all required documentation is received, **(no later than 30 days after completion of the event)**, Accounting Services will transfer funds back to the department's account that was originally debited.

1. Employee completes PD application on-line.  
Instructions below.

How to Access Professional Development Application Form

- A. Double click on My Computer
- B. Double click on Sharedfiles on 'Neptune' (S:)
- C. Double click on the public folder
- D. Double click on the PROFDEV folder
- E. Double click on the PDAPPL.doc document to open it.
- F. Click File>Save as> and save under your own name to your own workstation.
- G. Complete the form, save again.
- H. Attach the on-line PD application form as an attachment to an E-mail to your immediate supervisor.

**Note: For seminars/conferences, employee must turn in all associated receipts to your Supervisor upon completion of event.**

2. Supervisor to complete supervisor section of PD application on-line.  
Instructions below.
  - A. Open PD attachment sent by your employee and complete Supervisor section, including FOAP, which is required for "category B" PD.
  - B. Click File>Save as> and save under your own name to your own workstation.
  - C. Attach the completed on-line PD application form to an E-mail to Steve Monaco, PD Chair, at [monacos@mscd.edu](mailto:monacos@mscd.edu) **AND** to Elaine Becks at [beckssmi@mscd.edu](mailto:beckssmi@mscd.edu)

3. PD Chair will then E-mail supervisor, employee and accounting acknowledging receipt of application and initial approval (final approval is contingent on receipts) or denial of request.

## **Additional Supervisor responsibilities for “category B” requests**

### **4. For In-State Events (without over-night stay):**

A.) Prior to event Supervisor initiates a check request to Accounts Payable for registration expensed to the department’s FOAP.

B.) Upon completion of event (only if applicable), Supervisor initiates a check request to Accounts Payable using department’s FOAP for any additional expenses incurred (i.e., mileage) and attaches all applicable receipts.

C.) Professional development funds will then be transferred to the department’s FOAP where originally expensed.

### **5. For Out-of-State Events or In-State Over-Night Events**

A.) Supervisor completes the “**estimate section**” of the Travel Request, Authorization and Expense Form (TA). This document is located on the “S” drive and can be printed from there.

How to Access the TA form:

- A. Double click on My Computer
- B. Double click on Sharedfiles on 'Neptune' (S:)
- C. Double click on the public folder
- D. Double click on the PROFDEV folder
- E. Double click on the TRAVEL\_ FORM document to open it.
- F. Print a hard copy of this form

**Put your department’s FOAP in the upper right corner.** Make a copy of this form for your records.

B.) **Mail** the “**estimated TA**” to Elaine Becks, Box 18, Accounting Services.

C.) Within 30 days of conclusion of seminar/conference, supervisor must mail “**finalized TA**” (using copy of original estimated TA) and all receipts to Elaine Becks at Box 18. **No reimbursements/transfers will be processed after 30 days.**

**PROFESSIONAL DEVELOPMENT APPLICATION FOR FUNDING  
METROPOLITAN STATE COLLEGE OF DENVER**

**Requestor's Information**

Requestor's Name:	Dept:	Date:
Requestor's E-mail Address:	Campus Phone:	Box #
Employee ID #	SSN:	Date Hired:
Job Title:	<input type="checkbox"/> Classified	<input type="checkbox"/> Administrator
Request for		
<input type="checkbox"/> Seminar/Conference	Date(s) of Event	
Name of Event:	City	State
<input type="checkbox"/> Undergraduate Course	Semester/Year	
Name of Course:	City	State
<input type="checkbox"/> Graduate Course	Semester/Year	
Name of Course:	City	State
Registration/Tuition Fee		\$
Transportation		\$
Miscellaneous Expense (Specify)		\$
Total Requested		\$

**Supervisor's Authorization: Supervisor's Approval/Account Information**

Supervisor's Name:	Campus Phone:	Date:
Fund	Org	Account
		Program

**Administrative Use Only**

Approval Code:	Date:	Amount Authorized: \$
Date:	Amount Funded (with receipt verification): \$	