

Bossier Parish Community College Foundation, Inc.

Professional Development Grant (Funding) Request

For use by BPCC employees only.

The BPCC Foundation is pleased to support the college, its faculty and staff with mini grant awards to help maintain excellence in academic and workforce education. Individuals may apply for Foundation funds to assist in defraying the cost of attendance to workshops, conferences, etc. that are used for faculty and staff development. Funds may NOT be used for tuition, fees, or any other costs of attending college classes for credit.

Priority will be given to applicants who have not received Foundation funds in the past semester (excluding summer). You should indicate in the application if you are presenting at the upcoming event and whether or not you have secured funds from other sources to assist in defraying the travel expenses. Requests may be partially or fully funded depending upon the amount of funds available.

In order to be eligible to receive Professional Development funds from the Foundation, the individual should be a member of the Faculty or Staff Senate and be an active (monetarily) contributing partner of the BPCC Foundation during the current academic year (August to August).

Procedure

1. Prepare your Application
 - a. Review the State of Louisiana Travel Guidelines (see PPM No. 49- General Travel Regulations)
 - b. Fill out the application as completely as possible. Please type the information into the form.
 - c. Review your application to ensure that you have followed all travel rules.
2. Submit your application
 - a. Print your application, sign it and submit it to your department head for approval.
 - b. Once your department head has approved your application, submit it to your Senate President by the **deadline**. For faculty, the fall deadline is the first Friday in October and the Spring deadline is the first Friday in February. For staff, the deadline is at least 30 days prior to the event.
3. Senate Approval
 - a. The Senate Executive Council will meet as soon as is practical after the application deadline. You will be informed by email of their decision within 1 week of the meeting.
 - b. If approved, your application will be signed and returned to you by campus mail.
4. Foundation Approval
 - a. Complete the school Request for Official Travel including back up documentation justifying all proposed expenses.
 - b. Submit the Funding Request and the Request for Official Travel with all of the required documentation to the Director of Alumni Affairs and Development for review.
 - c. If you are approved, you will receive an award notification by email or campus mail.
5. Reimbursement
 - a. Complete the Foundation Check Request including any required documentation (receipts, etc.) and submit it to the Foundation office in A-203.

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Project Budget Worksheet

Instructions- Only fill in the sections that apply to your trip. All amounts must comply with state travel guidelines.

Project _____ Destination _____ Tier _____

Item	Breakdown	Total	Source
Mileage	_____ miles X _____ cents per mile		
Car Rental	_____ per day X _____ days=		
Fuel Estimate (use if renting a car)	\$0.20 per mile X _____ miles=		
Airfare			
Taxi			
Checked Bag Fee (1 st bag)			
Baggage Tips			
Lodging	\$_____ per night x _____ nights		
Parking			
Meals	Breakfast- _____ meals x \$_____ per meal		
	Lunch- _____ meals x \$_____ per meal		
	Dinner- _____ meals x \$_____ per meal		
Conference Fee			
Other Expenses			
Total			