

SDCCE ACADEMIC SENATE

PROFESSIONAL DEVELOPMENT INSTRUCTIONS

Please note: All request are subject to Senate review. For a list of allowable and non-allowable expenses, see district document AP 6310.1.

STEP 1. FILLING OUT THE CONFERENCE/TRAVEL PRE-AUTHORIZATION form

1. At least four (4) weeks before conference/travel fill out the Academic Senate Conference/Travel [Pre-Authorization Form here](#).
2. Along with the Pre-Authorization form, scan and email supporting documents to your Program Chair (PC). Examples of supporting documents:
 - a) Conference registration (or screen capture) - showing dates, location and price
 - b) Conference program
 - c) Hotel reservation
 - d) Airfare costs
 - e) Mileage - Print out a mileage map from MapQuest or Google maps. (The [IRS](#) reimbursement mileage multiplier varies and is reset by the District as needed)
 - f) Meal receipts not required. Maximum \$46/day (breakfast \$10, lunch \$15, dinner \$21) If meals are not included in the conference.
3. Your Program Chair (PC) should email the form and supporting documents to the Academic Senate Treasurer. This will constitute your PC's approval for your attendance and/or travel.

STEP 2. RECEIVING CONFIRMATION

Treasurer will send faculty member an email either approving or not approving the request. The email is your letter of approval. Keep an electronic copy and attach when uploading documents to PeopleSoft.

STEP 3. CREATE YOUR ONLINE (PEOPLESOFT) TRAVEL AUTHORIZATION (TA)

1. Go to myportal.sdccd.edu and create your PeopleSoft TA
2. Download instructions: [Before Travel & Conference \(PeopleSoft Instructions\) here](#).

*Pre-Pay advances will not be funded by SDCCE Academic Senate. Requests are reimbursement only.

3. Attach all of the above listed (Step 1, #2. a-e) plus the email from the Senate Treasurer.
4. Use the following budget codes:

GL Unit Code	Fund Code	Department Code	Production Code	Operating Unit
CED01	1110	41500	499904	(leave blank)

5. When completed hit submit. A tracking number will be created.

Need Assistance? Set up an appointment with your campus accounting technician:

ECC	Damella Abbott; Floreniza (Carla) Yumul	M-F: 7 am - 4 pm
Cesar Chavez	Albera Warsi: awarsi@sdccd.edu	M-F: 1:30 – 3:30pm
Mid-City	Danielle Williams: dwilliam@sdccd.edu	T & Th
North City/CE Mesa/CE Miramar	Lily Mino: lmino@sdccd.edu	M-F: 9 am - 1pm
West City	Vanessa Kwong: vk Wong@sdccd.edu	M-F: 7 am - 4 pm

STEP 4. UPON COMPLETION OF TRAVEL

Within 10 days, complete your Expense Report online myportal.sdccd.edu.

You can download instructions: [After Travel & Conference \(PeopleSoft Instructions\) here](#).

Academic Senate is on break June 7 – Aug 30, 2021.

The last day to submit a request is May 28, 2021