INDIVIDUAL FACULTY DEVELOPMENT FUNDING REQUEST FORM

STEPS

- Check the COTROnline Faculty Development website's Grades link for your current eligibility amount.

- Download your preferred—hard copy or electronically completed—Individual Faculty Development Funding Request Form from the COTROnline Faculty Development website.

- Fill in all fields of this Form, paying special attention to the red font tick boxes to ensure you attach:
  - documentation about conference/workshop/course details;
  - an electronic copy of your rationale emailed to: FDCoordinator@cotr.bc.ca;
  - your signature.

- If your Faculty Development activity requires travel, complete a Travel Request Form estimating mileage/flight prices, accommodation charges, meal claims, registration fees (currently, organizational memberships cannot be claimed), and any other permissible costs.

- Be aware if you wish to travel by car rather than by air, you need to determine:
  - the cost of a return flight;
    - (From the airline's site, input the starting and end points of your trip for the days of travel and print out the resulting ticket price, attaching this sheet to your Form.) b. the cost of the drive.
    - (Use Google Maps to calculate the equivalent distance and multiply it by the mileage rate of $0.49 per kilometer.)
    - According to Travel Policy, you will only be able to claim the lesser of the two.

- Additionally, if your Faculty Development activity takes you to the United States or another international location, be aware of the special preparation instructions found on the COTROnline Faculty Development website. Travel medical insurance and other paperwork is required.

- When the Form(s) have been completed, send the package on for signature(s). Regardless of whether you are regular or non-regular faculty you need to have your respective dean/director sign off your Faculty Development activity as part of your PD Plan and your department head/campus manager as part of your Leave Plan. Their administrative assistants will take care of forwarding it on to the second signer, if politely requested.

- With the sending on of your completed package, your part in this stage has ended.

FACULTY DEVELOPMENT COORDINATOR/COMMITTEE MEMBERS' ROLE IN THE PROCESS

- For your information, once the necessary signatures have been appended, your Form and associated documentation will be forwarded, again by the administrative assistants, to the Faculty Development Coordinator.

- The Coordinator will email the pertinent details and rationale (hence the need for an electronic copy) to the Committee. Though the members attend to their responsibilities promptly (within 5 business

days, when possible), please try to plan early and submit your application as much ahead of your activity as possible.

- After the Committee's review of and vote on your application, the Coordinator will contact you with the members' decision.

RESUMPTION OF APPLICANT'S ROLE IN THE PROCESS

- If approved, you are responsible for making all necessary arrangements for travel, accommodation, meals, registration, etc.

- If, for any reason, you decide not or are unable to attend your approved Faculty Development activity, you ***must*** let the Coordinator know as soon as possible.

- Travel advances are available to pay for costs you need to put on your credit card. Bear in mind, you will need to clear off this advance quickly by submitting a Travel Expense Claim immediately upon your return. Likewise, if you are paying for tuition, you can submit a receipt and be reimbursed right away so you do not need to carry the costs on your card until the end of the course.

- At the activity, you should save all receipts (i.e. flight, hotel, taxi, registration, etc.). Any claims not supported by receipts ***cannot*** be reimbursed according to the Travel Policy. Should you misplace a receipt, a credit card or debit statement listing the expenditure is acceptable as a replacement. There is no need to submit gas or meal receipts since you will claim mileage and a per diem. If expenses are incurred in foreign currency, you can submit your credit card statement that shows the conversion rate you were charged.

- Upon your return, you must complete a Travel Expense Claim. You can claim reimbursement in all applicable categories. If you are claiming mileage on account of travel to your Faculty Development activity and per diems, you should input the kilometers/enter the meals on the back of the Claim and transfer the numbers to the front. Be certain when claiming the per diems you chose the in or out of region costs for the breakfasts, lunches, and dinners depending on the location of your Faculty Development activity. Any location outside of the College's East Kootenay catchment area is out of region. For all other claims, you must attach your receipts itemized according to the categories of a Travel Expense Claim. Do not overlook signing and dating your Claim. Submit the package to the Faculty Development Coordinator through interoffice mail. Your Claim will be checked, coded, and passed on to Financial Services for processing. Thanks to the efficiency of the technicians there, you should receive a cheque or electronic deposit by the next cheque run occurring weekly on Thursdays.

- Finally, if you would like to share your PD activity with the CORFA membership in the monthly newsletter, please consider sharing your experience with the Coordinator. Learning about a variety of PD activities can be inspiring for other members.