

**Assistant Professor Professional Development Application Form**

**Academic Year 2018-2019**

**Deadline for submission of application & receipts:**

**Friday, May 31, 2019**

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\$1000 Travel, materials and supplies, memberships, hardware, software, etc.

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**Please complete the following:**

Below provide details and an explanation of how these expenditures support your professional development.

Print Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once the department chair approves your application, please submit the approved application and documents to Maria Munoz, SH 210.*

**ALL TRAVEL REIMBURSEMENTS NEED TO BE SUBMITTED WITHIN 45 DAYS FROM THE END OF YOUR TRIP.**

# Instructions for the Professional Development Enhancement Application 2018/2019

All applications and documents are **due** to Maria Munoz in SH 210 by:

**Friday, May 31, 2019**

## Prior to Traveling

- A Travel Authorization in FTS must be submitted and approved prior to traveling.
- Select your home department for the Traveler Home DeptID.
- Select Travel Paid By Non-University Funds as the travel type for the FTS Travel Authorization (see example below).

The screenshot shows a form with the following elements:

- A section titled "\* Travel Type" with four radio button options:
  - Business Related
  - Team Travel
  - Field Supervision Travel
  - Travel Paid By Non-University Funds
- A section titled "Additional Trip Details" with a text box containing the text: "I plan on using the Dean's Office Professional Development funds."

- Be sure to indicate if you are using the Dean's Office Professional Development funds on the FTS Travel Authorization in the Additional Trip Details box.
- Submit a copy of the Professional Development Application signed by your Department Chair.
- Travel Authorizations for International Travel should be submitted 60 days in advance.

## For Travel Reimbursements

- All Travel Reimbursements will be submitted through SJSU Tower Foundation.
- You will be required to complete a [Tower Foundation Travel Expense Claim Form \(XLS\)](#).
- You may only seek reimbursement for actual meal expenses. Receipts are required for meals of \$25 or more.
- All receipts need to be original.
- Please tape all receipts that are smaller than an 8 ½ x11 size to a blank white piece of paper. Do not tape anything on the backside of the application.
- For online payments, please make sure your receipts have proof of payment with a credit card. For example – Payment Methods ...XXXX6789
- Be sure to attach a copy of the agenda or program of the conference.
- Please attached a copy of your approved FTS Travel Authorization.

For **personal reimbursements** such as supplies, books, videos, DVDs, etc.

- Please tape all receipts that are smaller than an 8 ½ x11 size to a blank white piece of paper. Do not tape anything on the backside of the application.
- All receipts need to be original. **COPIES WILL NOT BE ACCEPTED.**
- For online payments, please make sure your receipts have proof of payment with a credit card. For example – Payment Methods ...XXXX6789
- Please check with Maria Munoz prior to purchasing software and/or hardware.

## Helpful Hints:

- Be sure to notify the department admin if you will be using the Dean's Office Professional Development when completing the online travel authorization or travel reimbursement.
- Be sure to put the correct Dept ID on the travel authorization. Please check with the department admin for your Dept ID number.

**Please contact Maria Munoz for all questions regarding professional development.  
408.924.3719 or maria.munoz@sjsu.edu.**

**ALL TRAVEL REIMBURSEMENTS MUST BE SUBMITTED WITHIN 45 DAYS OF TRAVELING.**