

**Lee College  
Professional Development Committee Application for Funds**

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Budget Number: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Destination: \_\_\_\_\_ Trip Date: \_\_\_\_\_ to \_\_\_\_\_

**Estimated Expenses:**

- Personal Car: \_\_\_\_\_ Miles @ .505/miles \$ \_\_\_\_\_
- Public Transportation: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- Public Transportation: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- Public Transportation: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- Accommodations: \_\_\_\_\_ Nights @ \_\_\_\_\_ Per night \$ \_\_\_\_\_
- Meals: \_\_\_\_\_ days @ \_\_\_\_\_ Per day (max 46.00 per day) \$ \_\_\_\_\_
- Registration Fee: \_\_\_\_\_ \$ \_\_\_\_\_
- Other expenses: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- Other expenses: Type: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Estimated Expenses** \$ \_\_\_\_\_

**Subtract Department Travel Funds:** (Include remaining and/or indicate if funds have been used). \$ ( \_\_\_\_\_ )

**Total Remaining Expenses:** \$ \_\_\_\_\_

**Total PDC funding request: (\$900.00 Maximum)** \$ \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Requester Date

\_\_\_\_\_  
Division Chair Date

**Instructions:** You must submit **a completed** PDC Application Packet with required information and signatures to the Professional Development Committee Chair at least 4 to 6 weeks prior to event/travel to receive consideration for funding. Requests submitted after the date of event will not be considered.

**Email or Send 1 Hard Copy** of application packet that includes this form, a memo explaining how this professional development event/activity relates and/or helps achieve at least one Lee College Goal and/or QEP and the brochure or website for the event.

\*If professional development funds are awarded, please refer to new travel policy. Applicants are urged to submit a brief report on the event/activity fund by PDC monies to the chair of the Professional Development Committee and to their division chair.