



MEMORANDUM

TO: Persons Requesting Title III Professional Development Funds

FROM: Dr. Erick Akins, Title III Director

SUBJECT: Using Title III for Professional Development

DATE: August 9, 2018

If individuals not operating under the following activities request travel:

- **Project Administration and Research Development;**
- **Centers of Excellence in Math and Science;**
- **Campus Renovation;**
- **Information and Communication Technology;**
- **Institute for Teaching Excellence and Staff Development;**
- **Student Services, and**
- **Good Samaritan Veterans Outreach and Transition Center (GSVOTC)**

notice must be provided that institutional funds were requested prior to seeking professional development assistance from Title III. Title III Director must approve all travel using Title III funds.

Title III Travel Policy

Travel costs include expenses for transportation, lodging, registration fees, and per diem incurred by employees who are in travel status on official business of St. Philip's College. Trips must be justified and in accordance with Title III guidelines. Travel must be **approved** by using the District approved Travel Request Forms.

Requests for travel using Title III funds will be made in the same fashion employing the same procedures and forms that are used for other College travel. All expenditures associated with the travel must have prior approval. Title III travel will be identified by the account code and the signature of the Title III Director. No travel is authorized until the Title III Director approves it.

After travel is completed, a Travel Expense report along with a Professional Development Report, which is an overall assessment of the usefulness and relevance of the travel activity, and how the results will be used to make job related improvements must be submitted to the Title III

Grant Management Office before reimbursement can be made to the traveler. Sample copies of the travel requisition and travel reimbursement forms are available on Alamo Colleges District website Alamo.edu. The same institutional policies and procedures in effect for all official community college travel will be used for travel that is paid with Title III funds.

In addition to filing the customary travel documents, Title III travelers will be required to complete a travel report that will be included with the Travel Request Form. This is summary report of the training and/or travel learning experience that should be used to describe the program in which the traveler participated: The Title III activity, department goal(s) and objective(s) that will be met because of participation, the overall benefit for the College because of this travel and training.

The Title III Director is the Budget Manager for the Title III Grant and should be the only person signing travel forms as the budget manager. Form submitted with incorrect signature information will not be approved.

Thank you,

Dr. Erick Akins, Title III Director