



MPDC Conference, Workshop & Short-Term Training Funding Request Form

Please refer to the Management Employees
Working Conditions, Section 6.4.3

<i>By submitting this application, I certify that this activity has been approved by my supervisor.</i>	
Applicant's Name:	Phone:
Department / Division:	Title:
Activity (<i>Spell out acronyms</i>):	
Location:	
Activity Date(s):	
If funding for this request is being supplemented by accounts other than MPDC, please list:	
FOAP:	Amount From Other Sources: \$
Describe concisely and completely how this activity will improve your ability to do your job at Lane, and how the college will potentially benefit from your participation in this activity:	
<p>COST: See https://www.lanecc.edu/copps/documents/travel-or-expense-reimbursement for college policy and procedures for travel. Please identify ALL costs for your activity below, then specify the amount you are requesting from MPDC funds.</p>	
Transportation – Mileage is reimbursed when using a privately owned vehicle to attend training. Please calculate total roundtrip miles multiplied by the mileage rate as outlined here: http://www.gsa.gov/portal/content/100715	\$
Meals and Incidentals (M&I) – To calculate, please use the GSA daily rate for your destination as outlined here: http://www.gsa.gov/perdiem multiplied by the number of whole days at your destination. Days during which you are traveling are paid at 75% of the M&I rate.	\$
Lodging – To calculate, please use the GSA nightly rate outlined here: http://www.gsa.gov/perdiem multiplied by the length of stay. <i>Please include rationale if nightly lodging exceeds the per diem rate:</i>	\$
Registration Fees:	\$
Other Expenditures (explain):	\$
Total Cost of Activity:	\$
Funds from sources other than MPDC:	\$
Funds requested from MPDC (up to \$2,000 per person per fiscal year):	\$
<p>Please list FOAP for budget location where funds should be transferred if request is approved by the Management Professional Development Committee.</p> <p>Department FOAP:</p>	

To submit completed application, please send it as an attachment to MPDC@lanecc.edu