

**Lee College
Online Learning Professional Development
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 OLPD funding request:	\$ _____
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Signatures:

Requester _____
Date

Division Chair _____
Date

Online Learning Coordinator _____
Date

Instructions: You must submit **a completed OLPDC** Application Packet with required information and signatures to the Online Learning Professional Development Coordinator 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 the application packet that includes this form, and the brochure or website for the event.

Specify the general nature of the application:

_____ Short-term course, workshop, meeting, conference (including LC Community Education offerings)

_____ Field Trip to another college, institution or facility to observe operation of equipment, a process or person(s) with position similar to applicant

_____ College credit course work not available at LC, which is closely related to applicant's job responsibilities and is not eligible for tuition reimbursement using Employee Educational Assistance benefits

_____ Other (please specify)

Brief description of activity (event flyer or other documentation must be attached):

Brief description of how participation in this activity will enhance your job performance at LC and identify LC Goal activity is related to:

(Following any Professional Development Activity funded by the OLPD, the recipient is required to share the knowledge learned through the activity be either: writing a report and posting it to the Lee College Distance Education portal or by presenting a verbal report/workshop for faculty.) How will knowledge/skills obtained from this experience be shared with other LC employees?

Requestor must complete all parts of the application and required documentation or application request will be automatically denied.