

Travel Funding for PVC Employees

Employees should be mindful of the funding source when requesting to travel in order to optimize the use of college resources.

Funding should be considered as follows:

1. Professional Growth
2. Departmental Travel Budget
3. Institutional Funding

If an employee is eligible for Professional Growth funding and has not committed to using it for other purposes, this funding should be utilized first. Most individual employee travel is for professional development purposes. Whether PG funds are being utilized or not, the employee must identify the benefits that the activity will provide to the college as part of the travel request process. Activities that will improve job performance or prepare employees for future opportunities should be eligible for this funding.

If an employee's Professional Growth funding is depleted, they can request to use their department's budget for the activity **only if** the department has already been assigned a budget for travel. Budget transfers from other lines within the department for travel purposes will not be allowed. The employee should speak to the Department Budget Manager for the department to determine if a travel budget is available.

When Professional Growth or department funding for travel is not available, the employee can request to use college institutional funding. The process for this is as follows:

1. The Employee will discuss the use of institutional funds for the activity with their Supervisor
2. If the Supervisor agrees to the request, the Employee will send an email to the Vice President of their division with their request and justification for the activity
3. If the Vice President agrees to the request, they will forward the request to the College President and Vice President of Administrative Services for approval
 - The Vice President of Administrative Services can approve the request if the College President is not available
4. If the request is approved, the Fiscal Director will advise the traveler of what account to use for the travel expenses
 - This communication should be included with the travel request as backup

For any questions about this process, please contact Business Services at DL-Fiscal@paradisevalley.edu