

MOORPARK COLLEGE

Professional Development Travel Funds Application

2026–2027 Academic Year

Funding: up to \$1,500 per full-time faculty member; up to \$750 per part-time faculty member. Awarded once per person per academic year, first-come first-served, while funds remain. Please note approved funds are not transferable to another cycle/academic year or person.

Application window: September 9, 2026 – April 7, 2027. Applications are due on the second Wednesday of the month for that month's vote; the final 2026–2027 voting cycle is April 14, 2027.

A pre-approval in Chrome River is required after award of a FOAP. Travel outside the 48 contiguous states (including Alaska, Hawaii, and all other countries) requires Board approval at least 3 months in advance.

Not eligible: activities leading to academic units, degrees, certificates, licenses, or credentials that result in salary, column, or step advancement, or qualification for additional teaching assignments/disciplines. Seek alternative district-approved funding for these.

1. Applicant Information

NAME OF FACULTY

FACULTY EMAIL

FACULTY DESIGNATION

DEPARTMENT & DISCIPLINE

DEAN OF FACULTY

2. Activity Information

NAME OF CONFERENCE, WORKSHOP, OR SEMINAR (INCLUDE WEBSITE)

ACTIVITY START DATE

ACTIVITY END DATE

ACTIVITY LOCATION

TOTAL ESTIMATED COST OF ACTIVITY

AMOUNT REQUESTED FROM
PROFESSIONAL DEVELOPMENT

SUPPLEMENTAL FUNDING FROM
OTHER SOURCES

3. Professional Development Impact Statement

Primary focus of the activity — choose one:

☐ Professional development for current assignment — enhances knowledge, pedagogy, technology, curriculum, industry expertise, or instructional effectiveness directly related to currently assigned courses

☐ Professional development that supports program effectiveness and best practices — supports curriculum development and student success initiatives

☐ All of the above

4. Activity Outcomes

Improves effectiveness of current teaching assignment	☐ Yes	☐ No
Maintains required or professional industry knowledge	☐ Yes	☐ No
Supports curriculum or program development	☐ Yes	☐ No
Results in academic units, degrees, certificates, licenses, or credentials for salary/column/step advancement	☐ Yes	☐ No

If “Yes” to the item above: this activity is NOT eligible for Professional Development Travel Funds.

5. Narrative

Please explain how this activity aligns with the Moorpark College mission and how you will share best practices and information learned with the campus community.

6. Estimated Cost Breakdown

(This information will also be used in your Chrome River pre-approval.)

REGISTRATION COST (INCLUDE LINK TO CONFERENCE)

MEAL COST (\$70/DAY ALLOTTED)

HOTEL COST (INCLUDE LINK TO HOTEL)

TRAVEL COST (AIRFARE TICKET COST, OR MILEAGE MAP/MILES — IRS RATE \$0.725/MILE IF DRIVING)

TOTAL COST OF ENTIRE TRAVEL REQUEST

AMOUNT REQUESTED FROM PD FUNDING (FT: \$1,500 MAX / PT: \$750 MAX)

Optional: attach a separate Word document with additional detail, including a mileage map, if needed.

7. Acknowledgement

- ☐ I understand that activities involving academic coursework, units, certificates, licenses, credentials, or preparation for additional teaching assignments or disciplines are NOT eligible for Professional Development Travel Funds.
- ☐ I understand that applications are reviewed and approved on a first-come, first-served basis, and that applications submitted after April 7, 2027 will not be considered for the 2026–2027 academic year.

8. Signatures

Faculty Signature

Faculty Signature

Date

Dean's Signature

Dean's Signature

Date

Professional Development Workgroup Review — Approval Requires Three Signatures

1.

Workgroup Member Signature

Date

2.

Workgroup Member Signature

Date

3.

Workgroup Member Signature

Date