Flowchart: PD Funding Request Submission Process

Note: If PD activity requires faculty member to miss a scheduled class, faculty member must first submit the Request for Leave Form to their division's administrative assistant. Select 'Assigned Napa Valley College Activity/Conference' under Non-Deductible from Leave.

Does PD request involve travel?

YES

Submit 1st page of Travel Request Authorization Form to PLC

(Leave funding source blank if unknown)

NO

Submit PD Funding Request Form to PLC

(Leave funding source blank if unknown)

Is funding source already established?

YES

Submit Travel Request Authorization Form (pgs. 1 & 2) to funding source manager

NO

PLC evaluates request

REQUEST IS DENIED

Option to revise & resubmit

REQUEST IS APPROVED

PLC identifies & contacts potential funding source for approval

Submit completed Travel Request Authorization Form (pgs. 1 & 2) to funding source manager

Funding source manager submits requisition