Professional Growth (PG)
Crafts/MAT/M&O/PSA/Public Safety/Adjunct Faculty

Professional Growth (PG) funds are provided to Maricopa employees to support their professional development. Professional Growth funds can be used for approved professional development activities including tuition, book, and exam reimbursement; professional conferences; training workshops; and more. For more specific Professional Growth information, please contact your respective Professional Growth representative.

The FMS Travel Authorization is the Professional Growth application for all employees – for all professional growth activities.

A Travel Authorization is created before any purchases are made and before the start of the travel and/or activity.

An Expense Report is created within 30 days of the travel and/or activity completion.

**Helpful Information:**

- If you are traveling, please view the [Travel Process Video](#) and review Maricopa’s [Administrative Travel Regulation](#) for information on travel processes and expenses.

- Please view the following tutorials: [Travel Authorization](#) and [Expense Report](#).

- Be sure to allow sufficient time before the start date of the event in order to permit workflow approval and travel arrangements.

- All supporting/required documentation should be prepared in advance and saved in [PDF](#) format. Required documentation must be attached to the [Travel Authorization](#). Here is a quick reference card on how to [create PDF files](#).

- In your Travel Authorization, be as descriptive as possible when entering information. Use the comments box to enter the Professional Growth justification and other important information.

- Travel Authorizations will be reviewed on a “first come first served” order based on the FMS date/time stamp. Professional Growth representatives and chairs will approve Travel Authorizations as they receive them.

- **Both**, a Travel Authorization and an Expense Report, are **always** required for **all** Professional Growth travel and activities. (More information on this is on the next page.)
**The Process:**

1. *Before purchasing anything, and before the start of the travel or activity,* obtain approval to travel, and *secure funding,* by submitting a Travel Authorization (TA) in the Financial Management System (FMS).

2. The Travel Authorization must be approved *before* the start date of the activity/class/exam. Be sure to allow sufficient time before the start date of the event in order to permit workflow approval and travel arrangements. It would be prudent to apply for PG funds as soon as you decide/identify the activity, class or exam you intend to attend/take.

3. After the Travel Authorization has been approved, make the necessary purchases for the travel and/or activity.

4. Within 30 days of completing the travel/activity, submit an Expense Report (ER) in the Financial Management System (FMS) – even if you are not expecting reimbursement. This closes the loop on the travel/activity.
   
   - If your travel/activity is in May or June, your Expense Report must be submitted within 30 days or *before* June 30th - which ever date is the earliest.

*Both*, a Travel Authorization and an Expense Report, are *always* required for *all* Professional Growth travel and activities.

**Professional Growth Justification/Rationale:**

In the Travel Authorization, you will need to enter the justification for using professional growth funds for your travel/activity. In the comments field, enter a brief statement describing how participation in this conference/activity/class/exam will benefit your professional development, improve your current job performance/skills, support the achievement of your long-range goals, and/or prepare you for greater opportunities within MCCCD.

**For Crafts, M&O and Public Safety:** If this Professional Growth opportunity does not relate to your current job, please attach a Professional Educational Development Plan (PEDP).

**For Adjunct Faculty:** Please describe how participating in this activity/conference is going to enhance student learning in the class you currently teach at your specific college.
**Required Documentation:**

Estimates, or quotes, are required for all expenses, except local transportation, baggage, and per diems. Additional documentation may be required as well. See below for details.

For Expense Reports, actual receipts for all the expense costs paid are required.

For **Conference:**

- Conference Agenda (or Conference-at-a-Glance) is required.
- **For Adjunct Faculty,** a copy of the sessions you are attending is also required.

For **Tuition:**

- A copy of itemized school invoice, bill, or account statement listing the actual tuition cost separate from other fees and/or financial aid.

For **Book(s):**

- Cost for Book(s).
- Copy of the course syllabus to show the book is required for the course.

For **Exam:**

- Cost of Exam.
- **For MAT,** to validate that the certification exam for which you are applying is on the [Approved Certifications](#) list, attach the [Approved Certifications](#) list and highlight or circle your certification on the approved list. **Note: Only attach the one page on which the desired certification is listed.**

**Note:** If the Actual Tuition/Book/Exam Charge document is not available at the time of the application, please attach an estimate for the cost. The actual itemized invoice/bill/account statement will be **required** to attach on the [Expense Report](#) after class/exam is successfully completed.

*The best time to acquire the correct invoice is after registering for classes and before classes have been paid, because it may be difficult to obtain at a later time.*
Approval Workflow

Once a Travel Authorization is submitted, it will automatically be routed for approval.

- **Workflow for Out-of-County Activity:**
  Supervisor > College PG Representative > PG Chair > College CEO > Fiscal Agent

- **Workflow for In-County Activity:**
  Supervisor > College PG Representative > PG Chair > Fiscal Agent

- **Workflow for Tuition/Book/Exam:**
  Supervisor > College PG Representative > PG Chair

**Supervisor:** approves time away from work and relevancy of the activity to the current job and/or future greater opportunities within MCCCD. Non-PG funds may be used to supplement PG funding. Supervisor may also approve if departmental funds can be used.

**College Professional Growth Representative and Professional Growth Chair:** will verify all supporting PDF documentation is in place and correct.

**Fiscal Agent:** is the final approver.

Status of a Travel Authorization

Please see page 8 of [Travel Authorization](#) to find and view the Travel Authorization.

**Approve:** The travel/activity and all of the expenses are approved.

**Send Back:** Changes need to be made to the Travel Authorization (delete an expense not being approved, attach missing documents, etc); the TA is returned to the Employee. The Employee will receive an email advising her/him of the returned Travel Authorization. The Employee must make the required changes and resubmit the Travel Authorization.

**Deny:** This cancels the Travel Authorization completely.

**Encumbered/Approved:** approved funds are allocated for the request.

**Hold (Pending Funds):** application is reviewed, but funds are not available, and Travel Authorization is NOT approved. Funds may or may not become available, so do not make any arrangements! You must wait until the Travel Authorization has an Approval or Encumbered status in the system.

Please note: The Travel Authorization cannot be in a Hold status past the start date of the activity. Therefore, if funds do not become available by the start date, the Travel Authorization in Hold status will be denied and reimbursement cannot be requested.

**Email Notifications:** The FMS system generates e-mail notifications for the following statuses: Sent Back, Denied, and final Approval by Fiscal.
**Cancel a Travel Authorization**

A Travel Authorization can be canceled by any Approver in the approval process by “Denying” the Travel Authorization - *before* it is approved by the College Fiscal Office.

1. The Employee must find and view the approval history of the Travel Authorization.
   - See instructions on page 8 of the [Travel Authorization](#) quick reference card.

2. See which Approver currently has the Travel Authorization.

3. If the Travel Authorization has not been approved by the Fiscal Office, ask the current Approver to “Deny” the Travel Authorization.
   - This cancels the Travel Authorization.

If the Travel Authorization has been approved by the Fiscal Office, the Employee sends a cancellation request, including the Travel Authorization #, via email to Fiscal and copies the Professional Growth (PG) Chairs, Coordinator and College Representative *immediately*, so funds can be reallocated. The Fiscal Office cancels the Travel Authorization.

If any payments were already processed, the Employee must make every effort in requesting a refund from the vendors. Please work with your Fiscal Office regarding any efforts for recovering the funds.

Consider the following situations regarding reimbursements for cancellations:

A. When the cancellation of the trip/activity was within the Employee’s control and no refund/credit is issued – the Employee must reimburse the Professional Growth (PG) account for the paid expenses.

B. When the cancellation of the trip/activity was outside of the Employee’s control due to unforeseen circumstances, such as sudden illness or an accident, and the employee, despite all efforts, was not able to recover funds, the Employee will not be held liable for the funds, and Professional Growth will absorb the expenses. Employee will need to provide justification to the PG Chair for the short-notice cancellation, and what efforts were made to acquire refunds with proof from the vendor.

Usually, airfare is non-refundable. However, the airline may allow the Employee a credit voucher (which holds monetary value) that can be used at a later date for MCCCD business travel. If not used for Maricopa business, Employee must reimburse the PG account for this amount, since the voucher becomes the Employee’s property.
**Hold-Pending Funds Process:**

If the Professional Growth budget runs out of funds, the Professional Growth Chair will send the Travel Authorization back with a notification that the funds are not available. The employee can either find another source of funding or resubmit the Travel Authorization with the comment in the comment field that confirms the employee’s wish to place the Travel Authorization on Hold status until funds become available.

If the employee’s department will sponsor the activity, then change “Billing Type” to Non-PG for all expenses and re-submit the Travel Authorization. The workflow will skip the Professional Growth approvers since the funds will not come out of the Professional Growth budget.

If someone other than employee’s department will sponsor the activity, such as the President’s office, please do the following:

1. For each expense, change “Billing Type” to Non-PG.

2. For each expense, click Detail > Accounting Detail, and change the Dept. number to the appropriate department number.

3. Submit the Travel Authorization.

**Note:** If the Travel Authorization for an activity was approved using funding from employee’s department, or another MCCCD department, **there will NOT be any reimbursement** transfers processed from Professional Growth funds at a later date, so the decision to sponsor the activity must be made with that understanding.
Change Process:

After the Travel Authorization is approved, it cannot be modified. Changes can be captured on the Expense Report, but the change(s) must be pre-approved by the Professional Growth committee.

The employee must submit a change request via e-mail to the Professional Growth Chair and the Professional Growth Coordinator, and copy the college Professional Growth Representative and College Fiscal Office outlining the following information:

1. The Travel Authorization ID number, and employee name, of the Travel Authorization that needs to be changed.

2. The reason for the change.

3. Details about the change: expense type, the approved amount, and the new amount.

4. Attach documentation (in PDF) to support the change.

The PG Chair will verify if the employee has available funds, and reply with the approval confirmation.

The employee will use this approval e-mail as supporting documentation for the Expense Report when applying for reimbursement. Employee will also enter the correct dollar amount description in the Expense Report.

If the approval was not acquired from the Professional Growth Chair, the Fiscal Office will reimburse the difference – if it does not exceed the total awarded amount.

Due to this change process, overestimation for the expenses is not allowed. When acquiring airfare quotes, choose the one that is in the middle range.

Overall, the Fiscal Office is allowed to pay up to the approved professional growth amount. Actuals for each expense line do not have to be exactly as approved on the Travel Authorization. For example: Actual airfare increased by $45.00; dinner and lunch were subtracted on the Expense Report saving $55.00. No change request for airfare is required, because the total approved amount was not exceeded.
**Pro Card Account Information:**

After the Travel Authorization has been approved, you can make your purchases. If you are using a Pro Card for the purchases, please reallocate funds to applicable Professional Growth accounts using the following information. Please contact your Fiscal Office for further assistance.

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
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</thead>
<tbody>
<tr>
<td>Travel Expenses: Airfare, Baggage, Parking, Lodging, Ground Transportation, Car Rental</td>
<td>56520</td>
</tr>
<tr>
<td>Registration, Registration In-County</td>
<td>56515</td>
</tr>
<tr>
<td>Mileage</td>
<td>56505</td>
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<table>
<thead>
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<th>Employee Group</th>
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<tbody>
<tr>
<td>Crafts</td>
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<tr>
<td>Faculty</td>
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<tr>
<td>M&amp;O</td>
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<td>MAT</td>
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<tr>
<td>Safety</td>
<td>802385</td>
</tr>
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</table>

**Professional Growth Help and Support**

**MAT:** [https://administration.maricopa.edu/management-administration-technology-mat/professional-growth/general-information](https://administration.maricopa.edu/management-administration-technology-mat/professional-growth/general-information)

**PSA:** [https://administration.maricopa.edu/professional-staff-association-psa/professional-staff-development-psd](https://administration.maricopa.edu/professional-staff-association-psa/professional-staff-development-psd)

**Crafts:** [https://hr.maricopa.edu/supervisor-tools/policies](https://hr.maricopa.edu/supervisor-tools/policies)

**M&O:** [https://hr.maricopa.edu/supervisor-tools/policies](https://hr.maricopa.edu/supervisor-tools/policies)

**Public Safety:** [https://hr.maricopa.edu/supervisor-tools/policies](https://hr.maricopa.edu/supervisor-tools/policies)

**Adjunct Faculty:** [http://www.myafa.org/index.html](http://www.myafa.org/index.html)