MARIN
COLLEGE OF MARIN

Request for Classified Staff Development Funds and/or Travel

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Jesse Harbison   Date 8/27/26

Department Print Services   Email jharbison@marin.edu

Title of Activity Printing United Expo

Meeting ☐ Conference ■ Workshop ☐ Credit Class ☐ Noncredit Class ☐ Webinar ☐

Sponsored by: PRINTING United Alliance and Canon

Location: Las Vegas, Nevada   In person ■ Online ☐

Dates of Leave: From 9/23/26 to 9/25/26   All day or hours 9 to 5

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)

I can evaluate equipment, software, and workflows that help inform future decisions abou

After your event, you will be asked to complete a brief survey about the activity.

TITLE V FUNDING AUTHORIZED USES

Activities funded by Title 5 Staff Development Funds must be related to one of the following authorized uses. Please check all categories that apply.

- ☐ 1. Improvement of teaching
- ■ 2. Maintenance of current academic and technical knowledge and skills
- ☐ 3. In-Service training for vocational education and employment preparation programs
- ■ 4. Retraining to meet changing instiutional needs
- ☐ 5. Inter segmental exchange programs
- ■ 6. Development of innovations in instructional and administrative techniques and program effectiveness
- ■ 7. Computer and technological proficiency programs
- ☐ 8. Courses and training implementing affirmative action and upward mobility programs
- ☐ 9. Other activities determined by the Board of Govenors to be related to educational and professional development pursuant to criteria established by the Board of Govenors of the California Community Colleges, including but not necessarily limited to programs designed to develop self-esteem.

BUDGET INFORMATION

All items must be completed or the form will be returned.

Rountrip transportation:

Car: ______ miles @ ______ /mile = $ ______

Airfare: $ 600

Other: $ ______

Hotel: Your cost for 3 nights is $ 600

Conference fee: $ 150

Meals: $ 225

Other fees: $ 150

Total Travel Cost: $ 1695

Amount to be paid from Staff Development Funds (max. $500): $ $500

Difference to be paid from other funds: $ 1195

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

[signature] 9/1/26
Employee's Signature   Date

[signature] 9/1/2026
Supervisor's Signature   Date

Chair, Professional Learning Committee   Date

Director of PRIE, Budget Manager   Date