MARIN
COLLEGE OF MARIN

Request for Classified Staff Development Funds and/or Travel

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Karla Ayala Martinez Date 11/02/2026

Department IT Email kayalamartinez@marin.edu

Title of Activity Certification

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

Sponsored by: N/A

Location: Online In person ☐ Online ■

Dates of Leave: From _____ to _____ All day or hours _____

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

ITIL Certification - Total cost $690

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 chaning 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 = $ 0

Airfare: $ _____

Other: $ _____

Hotel: Your cost for _____ nights is $ _____

Conference fee: $ _____

Meals: $ _____

Other fees: $ 690

Total Travel Cost: $ 0

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

Difference to be paid from other funds: $ 190

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Karla Ayala Martinez (Nov 2, 2026 16:16:25 PST) Nov 2, 2026

Employee's Signature Date

Stephanie Canon (Nov 5, 2026 11:25:57 PST) Nov 5, 2026

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Director of PRIE, Budget Manager Date