1. **Who can apply for SSPD grants?**

   **Answer:** Permanent full-time GRCC staff members of the Campus Police, CEBA, ESP and Meet and Confer (grade 16 and below) employee groups, who meet the following requirements, are eligible to apply for an SSPD Grant:

   1. Have successfully completed the probationary period of employment.
   2. Are actively working and not on leave.
   3. Have not received an SSPD Grant during the current fiscal year (July 1 - June 30).
   4. Have received approval to submit an application from their Supervisor.
   5. Will implement the activity within one year from the date of the award.
   6. Submitted an SSPD Report on activities resulting from a prior SSPD Grant.
   7. Agree to share their learning experiences within their department and/or the wider campus community.
   8. Are not currently serving on the SSPD Committee.

2. **When can I apply?**

   **Answer:** SSPD funding rounds are held in January and September of each year. Deadlines are typically the third Friday of the month. Your activity cannot have already occurred, and must fall at least two weeks after the grant deadline to be considered for funding.

3. **How much can I apply for?**

   **Answer:** SSPD Grants cannot exceed an award amount of $2,500.

4. **Where do I find training opportunities?**

   **Answer:** A list of previously funded SSPD activities is posted on the Grants Department web page to help provide you with ideas about the kinds of training that is funded. In addition, because the training needs of each individual and their department vary significantly, we recommend that you work with your supervisor to determine an appropriate activity.

5. **When do I submit my report?**

   **Answer:** An SSPD Report Form is required to be sent along with the SSPD Reimbursement Form (Available here: [www.grcc.edu/grantreimbursements](http://www.grcc.edu/grantreimbursements)). Reimbursement requests will not be processed until an SSPD Report is submitted.

6. **Can I submit a purchase requisition request to the Purchasing Department for conference registration, hotel and costs other than airline travel?**

   **Answer:** All SSPD grants are processed according to GRCC Travel Standards Guidelines and policies, which can be found [here](http://www.grcc.edu/travel).

   **General reimbursement guidelines for costs incurred on lodging, travel meals, and other expenses:**
1. Prior to making reservations and/or completing the travel, secure approval of your department’s BCO and/or EBCO by completing an electronic Leave of Absence Form. A Leave of Absence Form must be completed and approved prior to leaving campus. Leave forms are required when an employee will be off campus for a half day or more and/or is traveling more than 25 miles from campus.

2. Following approval, finalize plans and pay for costs according to college operating procedures:
   a) Work with your department Budget Control Officer to submit a purchase requisition request to the Purchasing Department for conference registration, hotel, and costs other than airline travel. Purchasing will send a check directly to the vendor or back to you to pay the vendor. You must inform the Purchasing Department that you were awarded, and will be using, an SSPD grant for the cost of the reservation(s).
   b) Airfare cannot be purchased on the college procurement card. Airfare may be purchased by contacting the Administrative Assistant to the VP for Finance & Administration (escaturr@grcc.edu). You must inform the Administrative Assistant to the VP for Finance & Administration that you were awarded, and will be using, an SSPD grant for the cost of the reservation(s).
   c) You may purchase 2nd class airfare on your own and submit for reimbursement following procedures in the Employee Reimbursement Policy.
   d) If traveling by car, mileage costs are reimbursed upon completion of travel via submission of a mileage reimbursement form (mileage costs cannot exceed 2nd class airfare).

3. Retain all receipts needed for reimbursement upon completion of the activity. Credit card slips and other bona fide “paid” receipts must accompany the reimbursement request. Meal and hotel receipts must be itemized. Non-itemized receipts will be reimbursed at the maximum allowed by IRS of $25. Copies of itemized receipts are required for all food purchases.

4. Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement being treated as taxable income. However, in no case will an employee be reimbursed for expenditures submitted later than six months after the original date of expenditure.

5. Complete an SSPD Employee Reimbursement Form and submit it, with scanned copies of the itemized, paid, receipts, to the Grants Department as a PDF. Instructions can be found on the Grants Department web page.

Do you have other questions?

Contact Lisa Dopke at x 3340 or ldopke@grcc.edu