

Professional Development Application

PLEASE REVIEW THE INFORMATION AND PROCEDURES PAGE BEFORE COMPLETING THIS APPLICATION.
 You must attach a personal statement and proof of estimated expenses.

Section I: Applicant Information

Type of application: Short Term Long Term Sabbatical/Extended Leave
 Basic Skills Academic Senate supplemental travel (contact Academic Senate President)

Name: Anissa Gawad G# or SSN: _____

Faculty Status: FT Adjunct E-mail: Gawad@smccd.edu Phone Ext. _____

Division: Business, surface + Athletics Discipline /Program: Accounting

Title of Conference: 27th Annual Fall Seminar - CPE By the Bay

Location of Conference (City, State): Burlingame, CA Date(s) of Conference: November 9-10-11, 2011

Fund Advance Request: Yes (include Conference Advance Form) No

Conference/Project Expenses: fill out appropriate expenses and attach proof of estimated expenses.

	Registration Fee	\$	<u>464.00</u>
Number of Miles (roundtrip): _____ x _____ (mileage rate)		\$	<u>0.00</u>
	Transportation (airfare/train/bus/shuttle/taxi)	\$	_____
	Lodging (room charges & tax)	\$	_____
	SMCCCD Tuition Fee	\$	_____
	TOTAL Expenses	\$	<u>464.00</u>

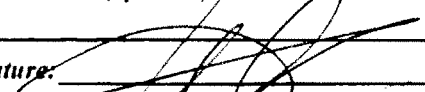
Units Release Time: _____ for _____ semester/year. Name of recommended substitute faculty: _____

Section II: Division Dean Approval

- A. I DO recommend approval of this project or attendance at this conference.
- B. I DO NOT recommend approval of this project or attendance at this conference.
- C. Instructor WILL NOT be replaced (coverage is not required or covered at no cost).
- D. Instructor WILL BE replaced (calculate instructor replacement cost below).

Number of hours _____	at Lecture/Non-Instructional Rate	\$ _____	\$ _____
Number of hours _____	at Lab Rate	\$ _____	\$ _____
Number of office hours _____	at Special Rate	\$ _____	\$ _____
	Estimated benefits (salary x 14%)	\$ _____	
	TOTAL Instructor Replacement Cost	\$ _____	

Comments or relevance to the Division (optional):

Division Dean Name & Signature: 

Date: 4/20/11

Section III: Professional Development Committee Review

Approve Denied

Approved expenses:

Registration Fee \$ _____
Mileage (roundtrip) \$ _____
Transportation (airfare/train/bus/shuttle/taxi) \$ _____
Lodging (room charges & tax) \$ _____
SMCCCD Tuition Fee \$ _____
Instructor Replacement \$ _____ Units Release Time: _____
TOTAL Approved Expenses \$ _____

Comments (if needed):

Committee Chair Signature: _____ *Date:* _____

Section IV: College President

Approve Denied

College President Signature: _____ *Date:* _____

Section V: Office of Instruction

Application received on: _____

SMCCCD Account Distribution(s) (FOAP): _____

Conference Advanced Form included: Yes Yes, for President's authorization only No

This application was processed by: _____

Administrative Secretary, Office of Instruction

Date: _____

To: The Professional Development

**Re: The 27th Annual Tax Seminar - CPE by the Sea
California Society of Enrolled Agent
Golden Gate Chapter
November 9 - 10 – 11, 2011**

**Location: Crown Plaza Hotel
Burlingame, CA**

**From: Anissa Gawad
Business & Workforce Development Division**

Statement of purpose:

Annual tax seminar provides the latest update for Federal and California tax laws and regulations. The seminar provides quality education by knowledgeable speakers and practitioners in various areas of taxation.

Benefit to the college and student:

Teaching Business and payroll taxes, accounting, and computerized accounting require thorough knowledge of tax laws and regulations. Attending the seminar and participating in the different workshop helps to enhance my knowledge of the tax topics.

The seminar invites many software companies providing access to many of the new computerized accounting, payroll services and taxes software. It is a great opportunity to try different software. It helps to evaluate the efficiency of the accounting software which has been used in my classes. Learning about the newest software assists in advising the students on what software available in the market.

Tax talk after hours invite speakers from the Internal Revenue Service, Franchise Tax Board, and Board of the Equalization which helps to get many of the important tax issues answered and facilitates networking with other professionals.



SAN MATEO COUNTY
COMMUNITY COLLEGE
DISTRICT

Conference Advance Form

Use this form for Conference Advances only. Procurement Card is strongly encouraged whenever possible.

ANISSA GAWAD		<i>Anissa Gawad</i>		4/29/11
Employee Name (or Company/Org. to pay)		Employee Signature		Date
CANADA COLLEGE	BUSINESS	<i>[Signature]</i>		4/30/11
College	Division/ORG	Supervisor's Signature		Date
	650 548-1065 ext 207	<i>[Signature]</i>		4/30/11
Soc Sec Number or ID	Phone	Administrator's Signature		Date
SMCCCD Account Distribution/s (FOAP)		Budget Office Signature		Date
		President/Chancellor Signature		Date
		27th Annual Fall Seminar - CPE By the Bay		
		Title of Conference		
Burlingame, CA		Nov 9-10-11, 2011	5/15/2011	
Location of Conference (City, State)		Date/s of Conference	Date Required	

Estimated Expenses:

Conference Registration Fees
 Transportation (airfare, mileage, other)
 Lodging
 Meals
 Miscellaneous

Indicate amounts below:

	\$464.00
TOTAL ADVANCE REQUESTED:	\$464.00

Separate Conference Approval Forms are required by each college. Please obtain written approval from your college prior to completing this form. This form must be submitted to your College Business Office at least three weeks before the date of the conference to allow for reasonable processing time.

In requesting this advance, you are accepting responsibility for filing a Statement of Conference Expense promptly upon your return (i. e. within 30 days of the conference as stated in District Rules and Regulations).



EDUCATIONAL SEMINARS

- Exhibitor Info
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- » Mark Your Calendar.....
Event & Registration Info
- » GGCEA News Page.....
May 2011
- » Tax News
- » Chapter Meetings
- » Educational Seminars
- » Employment Exchange
Bank
- » Governance
- » Tax Agency Contacts
- » Thinking About Becoming
An Enrolled Agent?
- » Enrolled Agent Locator
(CSEA Link)
- » Newsletter Archive
- » Contact Us
- » Chapter Forms

EDUCATIONAL SEMINARS CATEGORIES

Exhibitor Info

**27th Annual
 FALL SEMINAR
 CPE BY THE BAY**
 Wednesday-Thursday-Friday
NOVEMBER 9-10-11, 2011

» Register By April 30th for the 2011 Fall Seminar AND SAVE!!

ADVANCE REGISTRATION NOW OPEN

*** Quality Education by Knowledgeable, Nationally Acclaimed Presenters**

such as McKenzie, Rodda,
Hill, Jennings, and more



*** Up-To-The-Minute Info/Topics - Representation, Ethics, Trusts & more**

*** The Latest Updates for Federal & State Laws**

**REGISTER BY APRIL 30TH
 FOR THE LOWEST PRICE**

Instead of ~~\$515.00~~



CLICK HERE TO REGISTER NOW & SAVE

GOLDEN GATE CHAPTER MEMBERS - RECEIVE AN ADDITIONAL \$30 OFF - PROMO CODE 11EDU30

Fall Seminar 2011 "CPE By The Bay "

← Back ● Register ● Change ● Calendar

Location

Crowne Plaza Hotel
1177 Airport Blvd
Burlingame,
CA [Map](#)

Overview



27th Annual
FALL SEMINAR
CPE BY THE BAY

Wednesday-Thursday-Friday
NOVEMBER 9-10-11, 2011

Date and Time

Wednesday, Nov
09, 2011 01:20 PM
to
Friday, Nov 11,
2011 05:00 PM
Pacific
[Add to my
Outlook
Calendar](#)

Advance Pricing

**REGISTER BY APRIL 30TH
FOR THE LOWEST PRICE**


Instead of ~~\$515.00~~



Presenters

*** Quality Education by Knowledgeable, Nationally Acclaimed Presenters**

such as McKenzie, Rodda,
Hill, Jennings, and more



*** Up-To-The-Minute Info/Topics - Representation, Ethics, Trusts & more**

*** The Latest Updates for Federal & State Laws**

Schedule/Continuing Ed

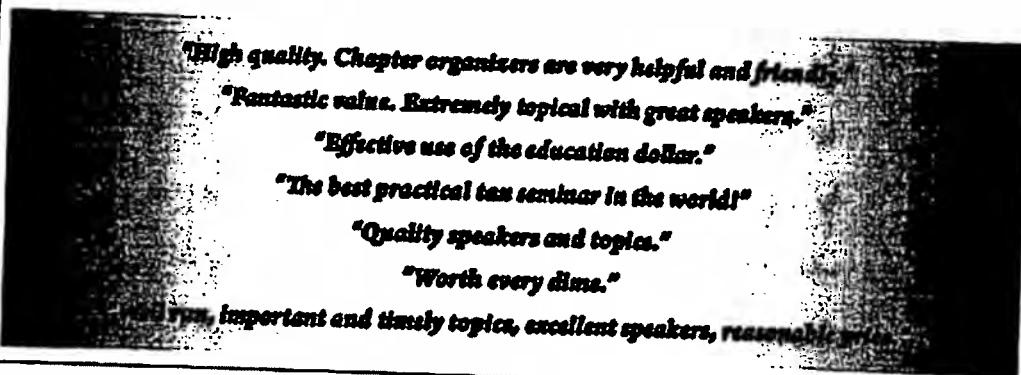
[Empty box for schedule/continuing education details]



Nov 9 (Wednesday) - 1st Day - 1:20 PM to 5:00 PM - 4 hrs CPE
Nov 10 (Thursday) - Full Day - 8:20 AM to 5:00 PM - 8 hrs CPE
Nov 11 (Friday) - Final Day - 8:20 AM to 5:00 PM - 8 hrs CPE

Another Great Event

Comments from past year attendees . . .



Hotel Information

Seminar Conveniently Located at

At The Crowne Plaza SFO
San Francisco International Airport 1177 Airport Boulevard, Burlingame, CA
Courtesy Car from SFO/BART / Free Parking at Hotel

Contact

GoldenGateEA@aol.com

Cancellation Policy

No substitutions without the express permission of the Education Chair and the appropriate payment of the proper registration fees. Requests for registration refund must be received before November 1. Refunds are subject to a service charge.