



**Spring 2024 Travel Fund Request Form**  
**Please attach to your Chrome River Funding Request**  
*If you Opt Out, you may not request funds from the travel pool*

**For conference attendance from Jan 31- June 30, 2024**

*Approval date and amount (For PD use only):*

<b>Name/Email</b> (indicate FT or PT)		<b>Division/Dean</b>	<b>Amount Requested</b>
<b>Title of Conference</b>	<b>Virtual Y /N</b>	<b>Dates of Conference</b>	<b>Location (if on site)</b>

**1. Prior to the activity:**

- Fill out Pre- Approval Request in your Chrome River Account (in Work Life tab on your portal)
- Indicate in Chrome River comments you are asking for Travel Pool Funds
- In Chrome River, please indicate the dates from submission to completion of activity (not just dates of conference)
- In the Allocations- choose Academic Senate FOAP
- Complete this form
- If attending Virtual Conference, Pre-approval is not necessary, select “Expense” report

**2. Submit a completed Proposal Form**

- Send to Gigi at [mtfiumerodo@vccd.edu](mailto:mtfiumerodo@vccd.edu) for review along with any supporting documentation
- Once returned with your approved amount- attach to your Chrome River request

**3. After the activity:**

- Upload receipts in Chrome River

**Additional Details:**

Are you a presenter at the conference? Would you be willing to share what you learn to the larger campus community?

Have you received funds from the travel pool in the past? Yes / No

If so, what semester and year and what amount?

**IF YOU DO NOT TRAVEL, PLEASE NOTIFY Gigi Fiumerodo. THANK YOU.**

**FUNDS MUST BE ENCUMBERED BEFORE: April 1<sup>st</sup> 2024 PAPERWORK MUST BE IN BEFORE June 1.**

**Link to Chrome River Zoom training (20 minutes):**

[https://vccdventura.sharepoint.com/sites/VC\\_ProDevCC/SitePages/January-6,-2022.aspx](https://vccdventura.sharepoint.com/sites/VC_ProDevCC/SitePages/January-6,-2022.aspx)