



Faculty Professional Development Summer and Fall 2019 Travel Fund Proposal Form

If you Opt Out, you may not request funds from the travel pool

For Travel from July 1, 2019 –Jan 30, 2020: Deadline is Thur, Sept 12, 2019

Name (indicate FT or PT faculty)	Submittal Date	Division & Dept	Amount Requested
Title of Conference	Date(s) of Travel	Location of Travel	<u>Dean's Signature</u>

Application Guidelines

1. Individual applicants will be eligible for development funding to cover **one activity per academic year**.
2. **Prior to the activity:**
 - Complete this Proposal Form, including obtaining your dean's signature.
 - Obtain and Complete a District Travel Request Form from your Division office, with documentation describing activity and expenses.
 - Obtain your division dean/manager's signature on the District Travel Request Form- if travel is out of state, you must also obtain the College President's signature.
3. **Submit a completed Proposal Form in Gigi Fiumerodo's mailbox (in Science Division) along with your Travel Request form.** Upon proposal review by the Faculty Professional Development Committee, you will be notified of the status of your proposal and, if awarded, the amount funded. This information will be forwarded to your division as well. The amount awarded will be indicated on the form and the documents will be returned to you once processed. Return the form to your division.
4. **After the activity:**
 - Complete the actual claim section of the Travel Request form, attach receipts, and **return to your division office for auditing within 2 weeks of travel**. It is your responsibility to follow up with your division to ensure receipts are submitted to the district.

Please Complete

1. Date(s) of Travel: _____
2. Please describe conference: _____

3. If available, attach photocopies of supporting documentation.
4. Does your proposal require any prepayments (e.g. conference reg., course enrollment fees)? Yes___
No ___

5. Estimated costs: Registration: _____ Lodging: _____ Transportation: _____
Meals: _____ Other: _____ TOTAL COST: _____

NOTE: Consult the district website for travel and mileage reimbursements limits:
http://www.vcccd.edu/departments/accounts_payable/travel_and_mileage.shtml

6. Amount requested: \$ _____ **The amount you request is the minimum amount you would need to attend, not necessarily the whole cost of your travel. You can increase the likelihood of getting your travel funds by requesting the true minimum amount needed to attend.**

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

8. Do you need this proposal considered before the posted deadline? Yes ___ No ___
If yes, explain why.

9. 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 BRENDA GRIEGO AND/OR GIGI FIUMERODO IMMEDIATELY IN ORDER TO RELEASE THE FUNDS. THANK YOU.

FUNDS MUST BE ENCUMBERED BEFORE: April 1st, 2020. PAPERWORK MUST BE IN BEFORE June 20th

Your signature: _____ Date: _____

Email or contact information: _____

Funds are allocated using the following criteria:

- Awards received in the past three academic years.
- If conference attendee is a presenter at the conference.
- If other funds can be obtained through grants, division, etc.

Please note the travel pool has an average of \$7000/ semester available for distribution. We strongly urge applicants to inquire if other funds are available to completely meet their needs.

The goal of the committee is to send as many faculty on travel with the funds we have available.
Thank you, the Faculty Professional Development Committee.