

**Spring 2022 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 January 10 –June 30, 2022**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Email (indicate FT or PT)** | **Submittal Date** | **Division/Dean** | **Amount Requested** |
| **Title of Conference** | **Virtual Y /N** | **Dates of Conference** | **Location (if on site)** |

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

1. **Submit a completed Proposal Form** 
   * **Send to Gigi at** [**mtfiumerodo@vcccd.edu**](mailto:mtfiumerodo@vcccd.edu) **for review along with any supporting documentation**
   * **Once returned with your approved amount- attach to your Chrome River request**
2. **After the activity:**
   * Upload receipts in Chrome River

**Additional Details:**

1. Please describe conference:

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

3. 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 Lisa Smith or Gigi Fiumerodo. THANK YOU.**

**FUNDS MUST BE ENCUMBERED BEFORE: April 1st, 2022. PAPERWORK MUST BE IN BEFORE June 20th**

**Link to Chrome River Zoom training (20 minutes):** <https://vcccdventura.sharepoint.com/sites/VC_ProDevCC/SitePages/January-6,-2022.aspx>