

SDCE ACADEMIC SENATE
CONFERENCE/TRAVEL PRE-AUTHORIZATION
SPECIAL STAFF DEVELOPMENT FUNDS

(Allow 5 weeks prior to the event for processing)

EMPLOYEE & CONFERENCE INFORMATION

Name: _____ Contact Phone: _____ Employee CSID: _____
 Program: _____ Campus: _____
 Conference/Event Name: _____
 Conference Location: _____ Dates: _____
 (Including travel Dates)
 Will you need a substitute? **Note: A total of 3 days is the maximum allowable.**
 Total sub hours requested (Number hours per day x number of days)

ESTIMATED EXPENSES

Must comply with District Travel Procedure 6310 and Administrative Procedure 6310.1 (<https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>), Business Services section.

Please note: advances will not be funded by the Special Staff Development Committee (Reimbursement only).

CATEGORY

Registration:		
Transportation: Air (Estimation of flight cost)		
Car (Personal) Miles @ _____ (Set by IRS, Refer to TR)		
Lodging:	days @ _____	
Meals:	days @ _____	
Miscellaneous: (Taxi, shuttle, bus, phone, etc.)		
Total Reimbursement Requested (\$1,800 maximum)		

PURPOSE OF TRAVEL AND OUTCOMES

Purpose of travel (Funds are granted when the travel request results in the improvement of classroom instruction or the improvement of services to students):

Please check the activities you will complete after receiving funds.

- Presentation at a Flex session Written report
 Presentation at a department meeting Written article for publication

REQUESTOR'S SIGNATURE _____

APPROVAL SIGNATURES:
 PROGRAM CHAIR _____ Date _____
 -----**ASCCC SPECIAL FUND COMMITTEE RECOMMENDATION**-----
 APPROVED DENIED Academic Senate Signature _____ Date _____
 13.6 PROFESSIONAL DEVELOPMENT ACTIVITIES FOR ALL CONTINUING EDUCATION FACULTY
 13.6.1 In the event there are unused sabbatical leaves as specified in Article 9.12.3, the unallocated sabbatical funds shall be re-allocated for professional development and travel and conference activities for all continuing education faculty.
 13.6.2 Faculty interested in applying for these funds must first seek approval from their department chair and dean. Requests will then be forwarded to the continuing education academic senate professional development committee for final approval.
 NAME OF SUBSTITUTE (for Business Services only): _____