

SACRAMENTO CITY COLLEGE - STAFF DEVELOPMENT PROGRAM

**CONFERENCE, WORKSHOP, AND TRAVEL FUND APPLICATION**

(Submit with completed LRCCD Travel Authorization / Reimbursement Claim Form  
and conference brochure or other conference description.)

Faculty  
Classified  
Management Dept.

**Name**

Room #

Tel. #

Travel Starting Date & Time

Ending Date & Time

**Location**

Title/Topic of Activity:

Is technology the primary focus of this conference or workshop?      Y      N

Briefly describe the conference or workshop that you would like to attend and explain how it meets professional and institutional goals:

Are you a presenter or coordinator for this event ?      Y      N

If so, what is the title of your presentation?

**Applicant Signature:**

Date:

\*You must attach a copy of the conference or workshop brochure, registration information, hotel and other pertinent information to support your application. If you have not received a brochure or cannot print a web-based brochure, contact the Staff Resource Center (x2176) to find an appropriate substitute.  
\*If you are traveling out of state, you must attach a memo addressed to the SCC president justifying need.  
\*If more than one person is attending the same event, you must attach a memo addressed to the SCC President justifying multiple participation.

**Applicant:** If funds are approved, applicant agrees to submit a follow-up report to the Staff Development Office within thirty days of completion of the activity. You might be asked to share information with the campus community at a later date.

**Note:** A formula is applied to the expenses you claim to determine how much can be reimbursed with a maximum of \$500. (See page 2 for formula information.) If actual expenses are less than estimated expenses, the formula will be reapplied.

COMMENTS/ENDORSEMENT BY DEAN/SUPERVISOR

Indicate amount of funding from your division, program, or work station: \$

Comments:

(type amount on travel authorization)

Dean / Supervisor Signature:

Date:

Return completed forms and attachments to the Staff Resource Center, LR 106. Call x 2176 for assistance completing this request. More information is available in the "Guidelines for SCC CWT Funding" document dated 7/31/07.

---

**SCC STAFF DEVELOPMENT COMMITTEE APPROVED ALLOTMENT GUIDELINES & FUNDING FORMULA FOR CONFERENCE, WORKSHOP AND TRAVEL FUNDS**

1. Applicants may not receive more than a total of \$500.00 in any fiscal year (July 1 -June 30).
2. Funding requests are subject to the allocation formula:
  - a. Full registration cost or fee up to \$500.00
  - b. 1/2 of travel, lodging and meal costs (up to \$500.00 total limit, and assuming that registration costs do not reach limit)

Note: No funding for incidentals such as parking, bridge tolls.

1. First Round submittals will be accepted August 17, 2007 - September 4, 2007 for events September 18, 2007 - February 11, 2008.
2. Second Round submittals will be accepted January 3, 2008 - February 5, 2008, for events February 12, 2008 - June 30, 2008.
3. Third Round submittals will be accepted May 2, 2008 - May 30, 2008, for events July 1, 2008 - September 12, 2008.