

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 **Name**  
Classified  
Management Dept. 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 X2176 for assistance completing this request. More information is available in the "Guidelines for SCC CWT Funding" document dated 8/12/08.

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**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 15, 2008 - September 5, 2008 for events September 13, 2008 - February 15, 2009.
2. Second Round submittals will be accepted January 2, 2009 - February 6, 2009, for events February 16, 2009 - June 30, 2009.
3. Third Round submittals will be accepted May 1, 2009 - May 29, 2009, for events July 1, 2009 - September 14, 2009.