

Salt Lake Community College
CONFERENCE GRANT/REQUEST FOR TRAVEL 2009 – 2010

Traveler name: _____ Department: _____

Campus address & Mail code: _____ Campus phone #: _____

Conference/Project Title: _____

Conference Location: _____

Purpose of travel: (please check appropriate box)

Required for certification/licensure: CTE Academic

Paper presentation Title of paper: _____

Education

International Travel (an International Travel Request and Authorization form must be completed)

Other (please explain) _____

Actual conference/project dates: From: _____ To: _____

(Attach copy of conference/project brochure, announcement, agenda, and/or program and travel itinerary)

Written Summary: Please provide a brief, clear and detailed description of your request for travel on a separate sheet.

Estimated Travel Costs		
	Matching Funds*	Requested Funds***
Registration fee(s)**		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Airfare		
Lodging		
Meals		
Taxi		
Parking		
Car Rental		
Miscellaneous		
Total		

*SLCC matching funds are funds from other sources which will be committed to the proposed project. Matching funds are not required. They do, however, show departmental and personal commitment to the project and enhance the proposal. (Personal donations of money are not expected. At the same time, if you expect to put in some of your own funds to cover expenses, that money could be listed as matching.) List amounts of matching funds and their source. If matching monies have been committed by the department, please include a letter of commitment from your appropriate dean, department/division chair, director or department coordinator.

You may also be eligible for the **EDUCATIONAL REIMBURSEMENT PROGRAM**. Upon approval, these funds may be used as matching funds for your travel request. This form may be accessed at: http://www.slcc.edu/hr/docs/Educational_Reimbursement_Program_Application.1.pdf.pdf

**Registration fees are to be paid by the department/division and are considered matching funds. Exceptions to this guideline will be considered on an individual basis.

***\$1,000.00 maximum requested funds

Applicant's signature

Date

We, as a department/division, have read this proposal, agree that it is supportive of our department strategic plan and goals, and have planned how to share the conference information and glean new ideas.

Department Coordinator signature (if applicable)

Date

Department/Division Chair or Director's signature

Date

Dean's signature

Date

Return completed conference grant/request for travel to: Sandra Kikuchi, Faculty Services Director, CT 258, Taylorsville Redwood Campus, mail code: ISP, telephone: 801-957-4593.

Salt Lake Community College Faculty Services

TO: All Full-time Faculty
FROM: Sandra Kikuchi, Director, Faculty Services & Study Abroad
RE: **Conference Grants/Requests for Travel**
DATE: May 12, 2009

Conference grants/requests for travel will be managed per instructions below. A travel committee composed of academic administrators, a faculty member, and the faculty services director will review all requests for travel. Travel funded by the college must be approved prior to any arrangements being made. If this process is not followed, you assume the responsibility for expenses incurred.

The purposes of the conference grants/requests for travel will be (1) to complete certification and/or licensure requirements, and (2) to increase the opportunities for professional development. The following procedure outlined below is to be completed, signed by the department/division chair or director, department coordinator (if applicable), and your dean.

Faculty conference grants/request for travel is composed of the following:

● **Request for Travel form** – Complete the form provided. Provide a clear statement of costs in the budget section and list any matching funds if applicable. Please note the form must be signed by the applicant, the department/division chair, director, department coordinator (if applicable), and your dean.

● **Written Summary** – This summary should be a brief double-spaced, clear and detailed description of:

- ▶ how attendance at a conference/training will serve one of the above purposes
- ▶ how conference attendance will be utilized in the department, and
- ▶ how the information and activities from the conference will be shared with the department and/or division

(Copies of relevant conference/project brochures, announcements, agendas, and/or program and travel itinerary to be included; this is required back-up information for accounting purposes.)

All travel arrangements must follow school travel policy. Arrangements for travel, hotel and car rentals may be made through the State Travel Office (801-538-3350). Also, department/division/director's administrative assistants have received training to make travel arrangements.

Proposals are **due a minimum of 45 days before the scheduled travel**. Proposals may be submitted six months in advance of the scheduled travel. Awards are limited to a maximum of \$1,000.00 per faculty member per academic year.

Return completed conference grant/request for travel to: Sandra Kikuchi, Faculty Services Director, CT 258, Taylorsville Redwood Campus, mail code: ISP, telephone: 801-957-4593.

The Travel Committee will meet on a monthly basis to review completed conference grant/travel requests.

SLCC travel policy information: <http://www.slcc.edu/businessoffice/forms.asp>

Following your travel, it will be necessary to complete a travel settlement form:

http://www.slcc.edu/businessoffice/docs/Travel_Settlement_Voucher.xls

Following your travel, it will be necessary to submit a brief summary of your travel experience to your department/division.