

**Sacramento City College
CONFERENCE, WORKSHOP, AND TRAVEL FUND APPLICATION (CWT)
Staff Development Program**

PART I - Applicant

Check all that apply: <input type="checkbox"/> Classified (LRCEA Fund) <input type="checkbox"/> Classified (Staff Development Program Fund) <input type="checkbox"/> Faculty <input type="checkbox"/> Management	Name: Division/Department: Building & Room #: Phone:
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<u>Travel Start</u> Date: _____ Time: _____	<u>Travel End</u> Date: _____ Time: _____
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Location: _____

Title/Topic of Activity: _____

Is technology the primary focus of this conference or workshop? Yes No

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? Yes No
 If so, what is the title of your presentation?

Applicant Signature: _____ **Date:** _____

PART II – Area Dean or Manager

ENDORSEMENT / COMMENTS / APPROVAL

Indicate amount of funding from your division, program, or work station: \$ _____ From _____
 (type amount on travel authorization)

Comments:

Dean/Supervisor - Print/Type	Dean/Supervisor - Signature	Date

INSTRUCTIONS FOR REQUESTING STAFF DEVELOPMENT FUNDS AND/OR LRCEA FUNDS

Part I: Completed by applicant.

- Check the box for the funding source being requested.
- Complete the travel portion: dates, times, location.
- Complete the activity portion: title/topic, focus, description, and presenter or coordinator status.
- Applicant signature.

Part II: Completed by area dean or manager. Include other funding sources (division, program, or work station). Please print/type name and signature.

Submit: A completed/approved CWT Fund Application with the required documentation (see list below) to the Staff Resource Center in LRC 106.

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.

CWT Required support documentation:

- Copy of the brochure, flyer or event description. From a website, print the description page.
- Registration information. If an online registration, print the completed form or confirmation page.
- Hotel, flight and other pertinent information to support your application
- An approved LRCCD Travel Authorization / Reimbursement Claim (triplicate)
- [Travel Justification Memorandum/Authorization Exclusion Form](#) (*New/Combined as of Jan2015*)
*The former Travel Memo (also called the Justification Letter) and the Exclusion Form were combined into one form. The new/combined form can be found online in the Faculty & Staff Document database.

For detailed direction, information and check list please refer to the
[Guidelines for SCC CWT Funding Process.](#)

For further assistance, please visit the [SCC Individual Professional Development Opportunities](#) webpage, contact your Division Office, or the Staff Resource Center at 916-558-2176.

FUNDING FORMULAS / SUBMISSION

Approved Allotment Guidelines & Funding Formula for CWT Funds*

SCC Staff Development Program

1. Applicants may not receive more than a total of \$500⁰⁰ in any fiscal year (July 1st – June 30th).
2. Funding covers registration, travel, lodging, and meal costs up to \$500.

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

LRCEA Professional Development

1. Funds administered by a subcommittee of LRCEA
2. Applicants may receive no more than \$1,000.00 in any fiscal year (July 1st – June 30th), to support professional development conferences, workshops and travel for non-mandatory staff training.
3. Funds may be requested at any time.

Note: More information is available in the LRCEA Contract or by going to the scc.losrios.edu.

*Approved applications (dean/supervisor approval) will be awarded on a first come basis and the availability of funds.