

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**

<b>Registration:</b>		
<b>Transportation:</b> Air (Estimation of flight cost)		
Car (Personal) Miles @ _____ (Set by IRS, Refer to TR)		
<b>Lodging:</b>	days @ _____	
<b>Meals:</b>	days @ _____	
<b>Miscellaneous:</b> (Taxi, shuttle, bus, phone, etc.)		
<b>Total Reimbursement (Maximun \$2000)</b>		

**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** \_\_\_\_\_

<b>APPROVAL SIGNATURES:</b>	
PROGRAM CHAIR _____	Date _____
<b>-----ASCCC SPECIAL FUND COMMITTEE RECOMMENDATION-----</b>	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> 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): _____	