Guidelines For Travel & Conference Requests

The Travel & Conference Committee is now accepting applications for funding for travel and/or conferences that relate to professional development. The funds available are limited, but we encourage you to apply.

What Will Be Funded

Travel and/or conferences only may be funded. Funding for registration will take priority, followed by transportation, and then lodging. **International travel will not be funded this year.**

**Food/meals will not be funded.**

Full And Partial Funding

In the past, this committee has awarded partial funding to as many as possible. However, many people have found it difficult, if not impossible, to complete their travel plans with only partial funding. Therefore, the committee may award full funding (minus meals) in many cases.

Departments Should Prioritize Travel Plans

It is recommended that departments meet to prioritize travel plans of their staff. It may be possible for the travel committee to award monies to one or two staff to attend a conference, but not to four or five staff. Those attending individuals can share information on their return.

One Application Per Person Per Academic Year

- Only one application per person will be considered per academic year. No more than $750 total per person will be awarded per academic year.
- Funds will be awarded to persons attending conferences during 2009-2010.
- Faculty members on sabbatical leave are eligible for Travel & Conference funding.

Priority For Funding

Make inquiries with chair/dean to determine alternative sources of funding. Applications from individuals receiving funds the previous year may be more closely scrutinized for new funding. The Travel & Conference Committee wishes to provide travel/conference opportunities to as many people as possible, but will ultimately award funding preferentially to travel requests benefiting the institution and students as described below.

Rating System For Application Evaluation

Only applications for individuals will be considered.

Travel & Conference applications are evaluated with the following rating system:

1. Overall quality of application: Supporting documentation regarding benefit of conference to students and colleagues, a workable and detailed plan for sharing information, detailed information regarding estimated expenses, information regarding specific conference and/or travel, and so on.
2. Direct benefit to institution and/or Students > Department > Individual.
3. Since funding is so limited, applicants should be aware that complete, high quality applications provide the committee with the necessary information for determining the benefit of the project to the institution, students, department or individual.
4. Written plan to share information with students. Please include as much detail as possible.
5. Written plan to share information with colleagues.
Please fill out the Travel & Conference Request Form with as much detail as possible.

How To Apply For Travel & Conference Funds

1. **Forms** – Two forms are required: the Professional Development Travel & Conference Form attached and a Butte College Travel Request Form (NCR form). **Complete and submit both forms.**

2. **Eligibility** – Travel & Conference funds are available to full-time Butte College faculty and classified staff. Associate faculty must have taught six semesters at Butte College to be eligible for Professional Development Travel & Conference Funding. Faculty on sabbatical are eligible during the sabbatical year.

3. **Procedures** – Submit the completed Professional Development Travel & Conference application, conference documentation, and the Butte College Travel Request and Authorization Form to your department chair/supervisor for approval and signatures before you submit it to the Travel & Conference Committee.

4. **Review and Approval** – Once approved by your department chair, submit the forms to the Professional Development Office, LB 210 for committee review for approval.

5. **Reimbursements** – Submit reimbursement request with original receipts **within 5 days** after travel occurs.

How To Receive Reimbursement For Out-Of-Pocket Expenses

The Business Office will no longer accept travel without original receipts for everything including lodging. The Professional Development Office cannot process without receipts. Visa/MC card receipts are not sufficient. It must be a regular receipt, even for lodging.

Reimbursement Deadline

All Travel & Conference reimbursement related paperwork for 2009-2010 must be turned into the Business Office prior to Thursday, June 3, 2010. **Otherwise reimbursement cannot occur.**

<table>
<thead>
<tr>
<th>Application Deadlines for the 2009-2010 Academic Year</th>
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Your Application Must Be Received In The Professional Development Office, LB 210

Deadline dates allow for a brief retroactive period for applications.

- **Friday, October 2**, for Travel & Conference requests for July 1, 2009, through June 30, 2010.

Travel & Conference Forms are available from the Professional Development Office in the Center for Excellence, on the Professional Development Website at [http://www.butte.edu/prodev/](http://www.butte.edu/prodev/) and on the Professional Development-Faculty site on the MyBC Portal.
Butte College Staff Development
Travel & Conference Application

Application Date: ___/___/______
[ ] Full-time Faculty  [ ] Associate Faculty*  [ ] Classified  [ ] Management

*See Eligibility on previous page.

Name: ___________________________  Dept/Campus Mail: ___________________  Phone Ext: ________

Home Address: ________________________________________________________________  Zip: ________

Home Phone: ______________  E-Mail Address: ________________________________

Dates Of Conference: ____________________________________________________________

If this request can be only partially funded, do you still want to be considered?  [ ] Yes  [ ] No

Name and Description of the Conference
Attach a copy of conference information and any other supporting documents that may be of benefit in reviewing this request. Applications without this documentation will not be considered.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What is the anticipated benefit to institution and/or students?
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What is the anticipated benefit to your department/workplace?
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

How will this request contribute to your individual professional development:
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

How will you share this information with your students/colleagues/staff members?
(Please be specific and detailed.)
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Have you applied for funding from other sources? If so, indicate the other source(s).
________________________________________________________________________________________
### Projected Budget

(Be as accurate as possible.)

**Total Requested:** $________________

**Meals are not funded.**

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<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Registration</td>
<td></td>
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<tr>
<td>Travel/Transportation</td>
<td></td>
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<td>Lodging</td>
<td></td>
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Have you discussed your plans with your chairperson/supervisor?  Yes No

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<tr>
<th>Item</th>
<th>Amount</th>
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<tr>
<td>Chair/Supervisor’s Signature:</td>
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Impact on department/workplace (To be filled out by chair/supervisor.)

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<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Applicant’s Signature:</td>
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<td>Date:</td>
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An authorized travel form is required to accompany this form. Once the application is completed, forward it to Carol Stanley-Hall in the Professional Development Office for processing and Travel & Conference Committee review.

### For Professional Development Office Use Only

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<tr>
<td>Date Received:</td>
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<td>Date of Review by T&amp;C:</td>
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<td>PDO Tracking #:</td>
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<tr>
<td>Approval?</td>
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<tr>
<td>Funding Request Total:</td>
<td></td>
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<td>Amount Funded:</td>
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<tr>
<td>Purchase Order(s) #:</td>
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<tr>
<td>PDO Coordinator:</td>
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<td>Travel &amp; Conference Chair:</td>
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### Use Butte College Travel Agent and Save A Reimbursement Claim

If you are planning to use a travel agency to help you with your travel plans be aware that Butte College has a designated agency which allows you to purchase your airfare with no out-of-pocket cost.

This agency is:

Sacramento Travel Service
3121 Arden Way
Sacramento, CA  95825
(916) 974-6855 or (888) 645-6437
FAX: (916) 483-2167
Email: reservation@sacramento-travel.com

(You may still use another agency of your choice, however, you will need to pay for the tickets yourself and then request reimbursement after you return from your travel.)

Be Timely With Your Receipts And Claims
The pink sheet and original receipts must be turned in to the Professional Development Office within 5 days, even if no additional expenses are claimed.

Upon return, do one or all of the following:

**For meals:** Include time of departure and arrival and itemized daily. Professional Development does not pay for meals but your department might.

**KEEP YOUR RECEIPTS**

**For lodging:** An itemized receipt must be included and indicate amount daily.

**For registration:** Indicate amount.

**For Airfare:** Indicate amount. (Use Sacramento Travel Service for advances.)

**Mileage:** Mileage is @ .505 cents per mile.

**All Others:** Must include receipts otherwise expense is not reimbursable.

**Total your expenses:** Either an amount will be due to you or you will refund the district.

**Signatures:** The form must be signed by you and your supervisor before sending it to the Professional Development Office.

If some of the pertinent information above is missing, expect delays in payment.