



Faculty Services

TO: All Full-time Faculty
FROM: Deans Council
RE: **Requests for Travel/ Conferences/Workshops**
DATE: August 1, 2015

Conference/workshops grant requests for travel will be managed per instructions below. Faculty will submit their request to the Associate Dean within their School. The AD will evaluate and make a recommendation to the Dean for approval. 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.

A conference grant/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, application must be signed by Associate Dean and the Dean. All approved/recommended applications will be forwarded to the Provost office for financial awards distribution.

● **Written Summary** – This summary should be a clear and detailed description of:

- ▶ the purpose of the travel request (include if travel is for professional development, licensure/certification, paper presentation, officer in an organization, etc.)
- ▶ how attendance at a conference/training will benefit the traveler, students and support SLCC/School/Departmental priorities.
- ▶ how conference attendance will be utilized in the department, and
- ▶ how the information and activities from the conference will be shared with the department

(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 administrative assistants have received training to make travel arrangements.

Proposals are **due a minimum of 30 days before the scheduled travel**. Proposals may be submitted six months in advance of the scheduled travel.

Please note:

- Each School may designate certain application review deadlines, etc.
- Submissions may seek all expenses related to request.
- You must discuss your plans with the Associate Dean.

SLCC travel policy information: http://www.slcc.edu/policies/docs/Policy_C2S09_01-Travel_Reimbursement_Procedures.pdf

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

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

Return completed conference, workshop grant request for travel to: Associate Dean

Salt Lake Community College
CONFERENCE GRANT/REQUEST FOR TRAVEL 2015 – 2016
 (Complete ALL requested information)

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 (Professional Development)

☐ 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)

Have you previously applied for travel funds for the 2014-15 academic year? ___ Yes ___ No

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

Estimated Travel Costs		
	Matching Funds*	Requested Funds***
Registration fee(s)**		xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Airfare (obtain quote from State Travel Office 801-538-3350)		
Lodging		
Meals		
Taxi		
Parking		
Mileage		
Car Rental (must have current State of Utah Driver Safety Training verification)		
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.
 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.pdf

 Applicant's signature

 Date

We, as a department, 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.

 Associate Dean/Director's signature

 Date

 Dean's signature

 Date

Return completed conference grant/request for travel to: