

**SAN DIEGO CITY COLLEGE**  
**AB1725 FACULTY/STAFF DEVELOPMENT PROGRAM**  
**PROCEDURE FOR TRAVEL/CONFERENCE REQUESTS**  
**2011-2012 (8/18/11)**

**SUBMISSION DEADLINES: 12:00 NOON (Tuesday before Committee Meeting As Below)**

<u>Submission Dates</u>	<u>Meeting Dates</u>	
September 13, 2011	September 15, 2011	for travel in October(& late Sep)
October 11, 2011	October 13, 2011	for travel in November
November 8, 2011	November 10, 2011	for travel in December
December 6, 2011	December 8, 2011	for travel in January/February
February 7, 2012	February 9, 2012	for travel in March
March 6, 2012	March 8, 2012	for travel in April
April 10, 2012	April 12, 2012	for travel in May
May 8, 2012	May 10, 2012	for travel in June/July/Aug
July 24, 2011*	July 26, 2011*	for travel in Early September (*this if needed-and tentative date could be Aug)

**FOLLOW THIS PROCEDURE WHEN REQUESTING TRAVEL WITH EXPENSES:**

1. Complete the City College and AB1725 Travel/Conference applications obtained from Business Services, A-105. Attach a conference announcement including **dates, costs, and registration** information. **INCOMPLETE FORMS WILL NOT BE CONSIDERED.**
2. Obtain **signature approval** from your department chair, school dean or supervisor, and Vice President.
3. Forward the completed forms to **Don Long (may use box in mail room).**
4. The Committee will review all forms at the next scheduled meeting. Applicants will be notified of the committee's action within 5-10 days after the deadline date. Committee Chair will send award/rejections info to recipient.
5. All travel forms are forwarded to Business Services for processing.
6. Business Services sends forms to the District Office. Once processed, a copy of the request is returned to the applicant.
7. After travel is completed, the applicant completes the expense portion of the request and returns it to Business Services with required receipts. **THIS IS DUE TO BUS SVCS WITHIN 10 BUSINESS DAYS OF TRAVEL.**

**TRAVEL/CONFERENCE CRITERIA:**

1. Group projects will be considered on a case by case basis.
2. Individual requests from the same department to attend the same conference will be scrutinized. Should multiple funding be approved, registration fees may be considered for full funding, however, hotel and transportation costs will be consolidated.
3. Applicants who have not received previous funding will be given priority.
4. All applicants are encouraged to obtain supplemental funding from personal funds or other college sources.
5. **There will be a \$800.00 MAXIMUM ALLOWABLE TRAVEL AWARD per individual per academic year.\***
6. Travel funds are granted when the request results in activities congruent with the goals and priorities of the College, which are primarily improvement of classroom instruction or improvement of services to students. **At least one of the following activities must be completed after receiving travel or conference funding:**
  - Presentation at a FLEX session of the knowledge or skills derived from the conference or travel (Please submit a short summary of your intended presentation within 30 days after travel is completed).
  - Presentation at a department or staff meeting of the knowledge or skills derived from the conference or travel (Please submit a short summary of your intended presentation within 30 days after travel is completed).
  - A written report describing outcomes of the conference and impact on job performance.
  - A copy of a written article for outside publication.
7. **If written reports and/or documentation of completion of presentations are not received in a timely manner, the committee will not consider any additional funding for that faculty or staff member.**
8. Procedure 8960.2 is available on line at [www.sdccd.edu](http://www.sdccd.edu). Enter http://hr in the URL location; double click on Administrative Services, then District Policies & Procedures, then Business Services, then 8960 Travel.

**\*Note: The maximum amount is tentative.** (dtd 8/18/11)

File: zCityCollegeAB1725-2010-11TRAVELREQDATES