



CONFERENCE/TRAVEL GRANT – APPLICATION FORM (2019-20)

DEADLINES: JULY 15 / SEPTEMBER 15 / JANUARY 15 / APRIL 15

SUBMIT TO PROFESSIONAL DEVELOPMENT COMMITTEE (VIA OFFICE OF HUMAN RESOURCES)

APPLICANT NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ PHONE NUMBER: _____

CONFERENCE NAME/SPONSOR: _____

CONFERENCE DATES: _____ CONFERENCE LOCATION: _____

[Applicant **must** attach flyer or web page to support request]

AMOUNT REQUESTED: \$ _____

Registration Fee: _____ Travel Expense: _____ Lodging: _____ Food: _____

Select one or more items below to describe how your attendance at conference aligns with the goals of Strategic Plan 2019-2024. (80 points)

Attach additional page(s) if needed.

- Describe how your attendance at conference addresses strategic plan goals--increasing or improving student completion, student completion efficiency, student transfer to 4-year institutions, or student employment subsequent to training or completion.
- Describe how your attendance at conference addresses student equity issues--reducing or eliminating disproportionate gaps in learning, retention, completion, transfer, or employment across student equity groups.
- Describe how your attendance at conference addresses college redesign efforts--reinventing key institutional systems, structures, processes, or practices aimed at maximizing institutional, departmental, or individual effectiveness or efficiency.

On return, your proposed presentation venues/audience (20 points)

Other possible funding sources for travel/conference (indicate status of other requests)

Date of your last funded travel _____

ACCEPTANCE & SIGNATURES:

I have read and understand the guidelines established for the Hartnell College Conference/Travel Funds Program. I will abide by Hartnell College policies during this travel, including submitting proof of expenses after the travel. I understand that funding will be restricted to those items specifically allowed, including a per diem limit on food. I further understand that following the completion of this travel, I will be required to make two presentations.

APPLICANT'S SIGNATURE: _____

DATE: _____

IMMEDIATE SUPERVISOR'S PRINTED NAME: _____

IMMEDIATE SUPERVISOR'S SIGNATURE: _____

DATE: _____