



PROFESSIONAL DEVELOPMENT FUNDS

(Applications will not be accepted unless all supporting documentation is provided.)

NAME	
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APPLYING FOR FUNDS — CHECKLIST

<u>Travel Authorization and Reimbursement Claim Form</u>	
Complete Travel Authorization and Reimbursement Claim — Part I - Request to Attend	
	Dean's signature
	Copy of estimate for lodging
	Copy of estimate for airfare (if applicable)
	Copy of estimate for mileage including map from your home or SCC, whichever is closest to your final destination (airport or event) <i>PLEASE NOTE: You will be reimbursed for the most cost-effective means of travel. If, for example, airfare is cheaper but you choose to drive, you will be reimbursed for the cost of airfare.</i>
	Sign

<u>Faculty Professional Development – Grant Application</u>	
	Attach brochure/flyer that describes the activity, including location, dates, detailed schedule, and registration costs. For other events, attach a brief description
	Include total dollar amount you are requesting
	Sign

	Submit hard copy of documents to the Academic Senate Office (Building 600, Room 610)
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PREPAID PD FUNDS

SCC will prepay conference fees directly to the organizer. If you are interested in this option, please allow 10 weeks for processing of your Grant Application.

	In addition to the above documents, complete Travel Authorization and Reimbursement Claim — Part II – Request for Cash Advance/Prepaid Expense.
	Include information necessary for payment of fees (i.e., how much, to whom, and due date).

PLEASE ATTACH THIS CHECKLIST TO YOUR APPLICATION.