

APPLICATION FOR USE OF CAMPUS TRAVEL FUNDS

Attach to Leave Request (P-2)

Name _____ Dept. _____ Division _____

I. **Essential College Business** _____
(Complete question 1 only and get approval)

II. **Training is identified as necessary by the Campus/District area** _____
(Complete questions 1, 2, 6 & 7)

III. **Development of programs selected for support by the campus** _____

IV. **Attendance at a conference or workshop:** _____ Attendee _____ Presenter

1. **What is the purpose of travel?**

2. **How does the conference, workshop or on-site visit relate to current or new program initiatives?**

3. **Which campus, division or department goals will be addressed?**

4. **How does the conference or workshop relate to your training needs or skill proficiency?**

5. How does the conference or workshop enhance your professional development?

6. What specific steps will be taken to disseminate this information to your Colleagues? Campus Administration?

7. What is the timetable for this dissemination to take place?

Approved: _____
(Supervisor)

Date: _____