

## Academic Affairs Staff Development Fund Request

All requests must be submitted to Katie Pasciolla, Executive Assistant to the Provost, Office of Academic Affairs. Requests for staff development will be prioritized in accordance with the needs of the College.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Other Travelers: \_\_\_\_\_

Name/Location of Trip: \_\_\_\_\_

Dates (approximate if not confirmed): \_\_\_\_\_ to \_\_\_\_\_

Reason or anticipated outcomes:

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<b>Anticipated Expenses</b>	Registration Fee	\$ _____
	Lodging	\$ _____
	Transportation	\$ _____
	Food	\$ _____
	Total	\$ _____

If the costs exceed the allotted budget, which budget center should be charged? \_\_\_\_\_

Applicant's Signature and Date \_\_\_\_\_

Supervisor's Signature and Date \_\_\_\_\_

Provost's Signature and Date \_\_\_\_\_

Approved

Approved Amount: \$ \_\_\_\_\_

Denied

The applicant is responsible for completing the necessary travel arrangements and all payment requisitions. Travelers must adhere to the CCS Travel and Entertainment Policy (Blackboard > Campus Offices > Human Resources > Policies & Procedures). All reimbursement forms must be filed within 60 days of the event. Non-itemized food and beverage receipts will not be reimbursed. If the trip is canceled or modified, please notify the Academic Affairs Office immediately.