

Academic Affairs Staff/DA 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:

Anticipated Expenses	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.