

**APPLICATION FOR STAFF DEVELOPMENT FUNDS  
2011-2013**

Name \_\_\_\_\_ Phone /Ext. \_\_\_\_\_ Date \_\_\_\_\_  
Last First

**Check One:**  **Full-Time Faculty**  **Classified**

Name & Location of conference, meeting or workshop \_\_\_\_\_

Sponsor of conference, meeting or workshop \_\_\_\_\_

Dates of conference, meeting or workshop \_\_\_\_\_

**PLEASE SELECT YOUR ROLE IN THE EVENT:**

\_\_\_\_ PRESENTER (please attach appropriate documentation regarding presentation. If you are submitting your request for funds electronically, please provide the organization's URL **identifying you as a presenter.**

\_\_\_\_ PARTICIPANT (please attach a copy of the conference/meeting. If you are submitting your request for funds electronically, please provide the organization's URL identifying the meeting/workshop.

**COST OF THE EVENT:**

Travel \$ \_\_\_\_\_  
Lodging \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_  
Registration fee \$ \_\_\_\_\_  
Other (please specify) \$ \_\_\_\_\_ **TOTAL COST:** \$ \_\_\_\_\_

**AMOUNT TO BE PAID BY OTHER FUNDS:**

Grant \$ \_\_\_\_\_  
Organization \$ \_\_\_\_\_  
Categorical Funds (e. g., VATEA) \$ \_\_\_\_\_

**ADDITIONAL AMOUNT TO BE PAID (PLEASE CHECK ONE):**  **PERSONALLY**  **BY DEPARTMENT**

**SIGNATURE OF BUDGET ACCOUNT MANAGER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPT. BUDGET ACCOUNT #:** \_\_\_\_\_

**TOTAL AMOUNT APPROVED BY STAFF DEVELOPMENT:** \$ \_\_\_\_\_

Would you be willing to provide a report of this activity?  Yes  No

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Recommend  Not Recommend   
Signature Date

Staff Dev. Chair \_\_\_\_\_ Recommend  Not Recommend   
Signature Date

Supt/President \_\_\_\_\_ Approve  Disapprove   
Signature Date

**SUBMIT APPLICATION TO kelley.kingman@vvc.edu, FISCAL SERVICES**

*Note: Please attach a completed Travel Authorization form. This is necessary to approve your travel and to reimburse you for any approved incidental expenses, such as mileage, meals, etc.*

**ON THE REVERSE SIDE OF THIS FORM, PLEASE PROVIDE A BRIEF EXPLANATION OF WHY YOU WISH TO ATTEND THIS CONFERENCE/TRAINING**