Guidelines for SCC
CONFERENCE, WORKSHOP, & TRAVEL FUNDING PROCESS

Updated January 17, 2012
Staff Development Standing Committee

Funding Information and formula
• Any staff member may apply for funds.
• Applicants may not receive more than $400 per fiscal year.
• Registration costs will be covered in full and one-half of travel and meal costs, up to the limit of $400. No funding will be given for membership fees or incidentals such as parking fees and bridge tolls.
• Funds will be allocated on a first come -- first funded basis.

Application Process
• Complete the top portion of a Conference, Workshop, and Travel (CWT) Fund Application form, available from the Staff Resource Center (LRC106, X2176) or downloaded and printed from the Staff Resource Center website folder.
• Have your unit manager or supervisor complete the bottom section supporting your application. (If your unit manager does not approve your funding request, you will not receive funding).
• Complete (typing preferred) a Los Rios Travel Authorization and Reimbursement Claim form available from your division office. Fill out the top section and Part I. If you want a cash advance or your registration pre-paid, fill out Part II.
• A letter of justification, addressed to President Kathryn Jeffery, from your unit manager, is required for out of state travel or for multiple attendees to the same event. (See submission process.)
• Sign both forms and obtain the other necessary signatures.

Submission Process
In State Travel:
• Submit your CWT form and the Los Rios travel authorization form, together with supporting documentation if possible (flier, brochure, etc.) describing the event to the Staff Resource Center, LR 106. When documentation becomes available, it must be submitted at least four weeks before the date of the event. A printout of Internet information with event location, description, dates, fees, meals included, etc. is acceptable for documentation. (Note: if you do not allow four weeks for the paperwork process, you might not receive a cash advance or registration pre-payment.)
Out of State Travel or Multiple Workshop Attendees:
- Submit your CWT Fund Application form and the Los Rios travel authorization form. After receiving approval and a letter of recommendation from your unit manager, the manager will send the entire original application package, including the letter, to the Staff Resource Center. After funding, a Travel Authorization Funding Agreement will be prepared and returned to the Division for signature by the traveler(s) and unit manager. The package will then be sent to the Vice President of Instruction or the Vice President of Student Services. The Vice President of Instruction or the Vice President of Student Services will send the application to the College President for approval. The President will send the application to the Chancellor for approval and then the application is returned to the campus Business Office.

Reimbursement Process
- Upon return, complete Part III of your Los Rios travel authorization claim form and submit it with original receipts (registration, hotel, transportation) within three days. If you requested reimbursement, payment may be withheld or delayed if your paperwork is submitted incomplete, without receipts, or later than 30 days.
- Reimbursement can only be given for a pre-approved expense shown in Part I.
- Amounts over the maximum allowed, identified on the Travel Authorization form, will not be reimbursed.
- You must submit a Conference, Workshop and Travel Report to the Staff Resource Center within 30 days after the event. You may be asked to make a campus presentation. Applicants who have not filed reports for funded activities will receive low-priority for funding for subsequent funding requests.

Recommendations and Reminders
- All reservations for conferences, hotels, air travel, etc. are your responsibility.
- District policy requires that transportation costs must be the lesser of round trip coach airfare or mileage.
- Travel authorizations should be typed or very clearly and legibly printed.
- For air travel, you may obtain a cost estimate from any source. However, you should list Carlson Travel Agency on your Travel Authorization form if you want the Business Office to prepay your airfare. After your Travel Authorization has been approved and you are ready to make your reservation, contact the travel agency, at 638-3935 to see if a State travel rate is available. LRCCD has a contract with Carlson and it is the only travel agency to be used for airfare prepayment.
- Carpool if possible. District vehicles may be available to qualified drivers. Contact Operations for information.
- If you receive funding and need to cancel your participation, please immediately inform Sharon Terry in the Staff Resource Center X2176 so that the funds can be released.
- Incomplete applications will not be funded.
- Funding may also be available from your Division.

For more information, see the Staff Resource Center website or contact Sharon Terry in the Staff Resource Center, X2176.