

**EDUCATION AND TRAVEL GRANT APPLICATION**  
Sabbatical Leaves and Grants Committee

This application is for **assembly members** to apply for a per diem allowance to attend conferences or workshop activities **once PDA/Travel monies have been committed**. It may also be used for tuition/fees and materials for college courses. Approved grants will be disbursed by the Business Office after PDA funds have been spent.

Please fill out the appropriate section: Part A – Conferences/Workshops; Part B – Course Work  
Use a separate application for **each** conference/workshop or course.

**FOR PART A: Attach a copy of brochure, announcement, etc., that indicates length and dates of event.**  
**FOR PART B: Attach information that details coursework and/or fees and the institution.**

DO NOT ATTACH RECEIPTS OR CANCELED CHECKS WITH THIS APPLICATION. At the completion of the conference, workshop, or class, submit canceled checks or receipts along with (1) Grant Approval Memo, **and** (2) Travel Expense Form **or** (3) Transcript/Grade Report indicating successful completion to the Business Office, B-116, for reimbursement. Please submit reimbursement forms promptly, preferably by the end of the semester in which the event/course took place.

Current policy allows for \$500 per individual **per fiscal year (July 1 – June 30)**; however, to accommodate more requests, the Committee awards up to \$300 as monies are available. If money is available at the end of each of the time periods below, remaining portions will be awarded in order of application.

Applicant's Name \_\_\_\_\_ Division/Department \_\_\_\_\_

I am applying for funds available **July 1 – December 31 OR January 1 – June 30**

**Please list any other college sources to which you have applied for funding this project:**

**PART A – Conferences/Workshops**

**Attach a copy of brochure, announcement, etc., that indicates length and dates of event.** Verification must be attached for application to be processed. The maximum per diem allowance is \$75 per conference/workshop day plus 1 day travel if conference/workshop is more than 400 miles round trip from Delta College. The per diem allowance may be used to cover conference fees.

Conference/Workshop Name \_\_\_\_\_

Location \_\_\_\_\_

Dates: I will be attending the Conference/Workshop from \_\_\_\_\_ to \_\_\_\_\_

This conference is more than 400 miles round trip from Delta College  Yes  No

**PART A – Total per Diem Request \$ \_\_\_\_\_**

**PART B – Course Work**

**Attach information that details the coursework and the institution at which it is being/was taken.**

Course Name/Number \_\_\_\_\_

Course Dates \_\_\_\_\_

Institution Name \_\_\_\_\_

Location \_\_\_\_\_

**Course Work Costs:** (Please itemize these specific costs.) Tuition & Fees: \_\_\_\_\_

Materials: \_\_\_\_\_

**PART B – Total Course Work Request \$ \_\_\_\_\_**

**Part C**

**Describe details that show connection of the activity to the following where applicable.**

Relevance to the applicant's position (Example but not limited to: coordinator of College initiative or program)

\_\_\_\_\_

Connection to applicant's professional development \_\_\_\_\_

\_\_\_\_\_

**Confirmation of your application will be made within 48 hours; if you do not receive a confirmation from the Senate Office please call ext. 9297 or email sheryljensen@delta.edu.**