

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.