



CONFERENCE/TRAVEL REIMBURSEMENT PROGRAM

PURPOSE OF PROGRAM: To provide Hartnell employees access to outside professional development and training to improve student learning and success. Awards will be made for up to \$1,000 per academic year. Funds can be used to pay for conference fees, conference materials, travel, hotel, and food.

OUTCOME: Hartnell employees who receive Professional Development Conference/Travel Reimbursement funds will attend conferences or workshops and then give at least two presentations at Hartnell, at least one of which will y.00aast approved group).

ELIGIBLE APPLICANTS: Hartnell employees.

HOW AWARDS ARE CHOSEN: Travel proposals will be submitted to and reviewed by the Professional Development Committee, based on the criteria specified below and on the application.

SELECTION CRITERIA:

- x Requests must be linked to strategic priorities and goals of the college.
- x Priority will be given for conferences that will provide information that will have a broad impact on the college.
- x Priority will be given to areas where other funding is not available. (Travel that is a responsibility of your job should be part of your general fund budget development.)
- x Priority will be given to employees who have not received travel funding within the last 3 years.

APPLICATIONS PROCEDURES:

- x Applications will be received: January 15, April 15, July 15, September 15.
- x Applications must be reviewed and signed by the applicant and the applicant's immediate supervisor.
- x Applications need to be submitted in a time-frame that respects Hartnell travel procedures, including 45 days in advance for out-of-state travel.

#	Conference	Other Sources [4]	Date Last [5]	1 [40 pts]	2 [40 pts]	3 [20 pts]	Total
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