

**Spring 2025 Travel Fund Request Form**

**Please attach to your Chrome River Funding Request**

***If you Opt Out, you may not request funds from the travel pool***

**For conference attendance from Jan 2025 –June 30, 2025**

*Approval date and amount (For PD use only):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Email (indicate FT or PT)** |  | **Division/Dean** | **Amount Requested** |
| **Title of Conference** | **Virtual Y /N** | **Dates of Conference** | **Location (if on site)** |

1. **Prior to the activity:**

Fill out Pre- Approval Request in your Chrome River Account (in Work Life tab on your portal)

Indicate in Chrome River comments you are asking for Travel Pool Funds

In Chrome River, please indicate the dates from submission to completion of activity (not just dates of conference)

In the Allocations- choose Academic Senate FOAP

Complete this form

If attending Virtual Conference, Pre-approval is not necessary, select “Expense” report

1. **Submit a completed Proposal Form** 
   * **Send to Gigi at** [**mtfiumerodo@vcccd.edu**](mailto:mtfiumerodo@vcccd.edu) **for review along with any supporting documentation**
   * **Once returned with your approved amount- attach to your Chrome River request**
2. **After the activity:**
   * Upload receipts in Chrome River

**Additional Details:**

**Please note funds are for conferences and conference travel. The Travel Pool cannot cover any courses, workshops, or trainings. Thank you.**

Please describe conference:

Are you a presenter at the conference?

Have you received funds during the Summer/Fall 2024 semester? Yes/No

Have you received funds from the travel pool in the past? Yes / No

If so, what semester and year and what amount?

**IF YOU DO NOT TRAVEL, PLEASE NOTIFY Gigi Fiumerodo. THANK YOU.**

**FUNDS MUST BE ENCUMBERED BEFORE: March 3, 2025**

**PAPERWORK MUST BE IN BEFORE May 31, 2025.**