

Yuba Community College District

YCFA TRAVEL AND CONFERENCE FUNDS GUIDELINES AND PROCEDURES

CRITERIA:

YCFA Travel and Conference Funds are awarded by the Flex Committee. Use of funds is for professional growth and development of YCFA members. Applications must meet the following criteria:

1. YCFA Travel and Conference funds may be allocated only for Full-Time Faculty activities.
2. Funds will be awarded according to the following criteria:
 - How information from the activity will impact the faculty member's assignment.
 - How information from the activity will impact the faculty member's department/division.
 - How information from the activity will impact the District as a whole.
3. The limit per faculty member each academic year is \$750.
4. Units earned with full-time travel funds may not be used for advancement on the salary schedule.
5. At the conclusion of the funded activity, the full-time instructor must complete and submit the **TRAVEL / IN-SERVICE FOLLOW-UP REPORT** to the Flex Committee.
6. Faculty are encouraged to present a one-hour informal session for department or division colleagues.
7. Faculty must notify their supervisors if it is necessary to miss a class in order to attend the proposed activity.

INSTRUCTIONS:

1. Complete the **Application for YCFA Travel and Conference Funds** attached, attach copies of supporting documentation, sign the application and submit it to the Yuba College Flex Committee Chair for approval:
 - **Yuba College and Clear Lake Campus:** Stephanie Reynolds, Ext. 6865, sreynold@yccd.edu
2088 N. Beale Road, Marysville, CA 95901
2. If funding is approved, the faculty member will be notified and will be responsible for completing and submitting the **YCCD Travel Advance Form** located at www.yccd.edu/travel to the Flex Committee 2 weeks prior to travel.

NOTE: If the faculty member incurs costs prior to approval, and the application is not approved, then the costs become the responsibility of the faculty member.

3. Upon returning from the in-service activity, submit the **Travel Reimbursement Form** (located at www.yccd.edu/travel) along with the **YCFA Travel and Conference Follow-Up Report** attached, to the Yuba College Flex Committee Chair Stephanie Reynolds, Ext. 6865, sreynold@yccd.edu 2088 N. Beale Road, Marysville, CA 95901.

Travel Advance Checklist

Name: _____ ID#: _____ Travel #: _____

Please attach this completed checklist to the Travel Advance Request form (located at www.yccd.edu/travel) and submit to the flex committee 2 weeks prior to travel.

Check One:

_____ CASH ADVANCE NOT REQUIRED (The Travel Advance form is still required for insurance purposes.)

- **IMPORTANT:** Attach conference information, agenda, or brochure.
- **IMPORTANT:** Obtain signature of Claimant, Supervisor, and Vice President/President on Travel Advance Request.
- Initial the following acknowledgement:

Initials *I acknowledge that I will pay for all expenses (airfare, lodging, registration, etc.) up front and that I am not entitled to a reimbursement until I submit the Travel Reimbursement claim. I am also aware that, with the exception of meals, all expenses require an original receipt from the vendor.*

_____ CASH ADVANCE REQUESTED

- **IMPORTANT:** Attach conference information, agenda, or brochure.
- **IMPORTANT:** Obtain signature of Claimant, Supervisor, and Vice President/President on Travel Advance Request.
- **IMPORTANT:** Incomplete Travel Advance forms will be returned to the claimant.
- **IMPORTANT:** Payments are mailed on Fridays. The completed Travel Advance form must be received in Accounts Payable no later than two working Fridays prior to the date checks are to be mailed.
- An advance is not available for mileage and auto rental.
- The District does not provide an advance when the attendee pays for registration or airfare on a personal credit card.
- Original itemized receipts for all expenses (except mileage and meals) are required to be submitted upon return with a Travel Reimbursement claim regardless of whether a reimbursement is required.

Check each item for which you are requesting a cash advance:

_____ Airplane (paid on District Account)

- Contact Four Seasons Travel Agency at (530) 674-1314 to make arrangements. Use the Travel Form Number as the PO number.
- Four Seasons Travel Agency will email the receipt/itinerary to the traveler.
- **IMPORTANT:** Attach a copy of the receipt/itinerary from Four Seasons Travel Agency to the Travel Advance.

_____ Meals

- Identify each meal for which an advance is requested with an "X".
- Identify meals provided as part of registration fee with an "R".
- **IMPORTANT:** Attach an agenda that shows what meals are included in the registration.

_____ Lodging

- Print name of hotel and confirmation number.
- Reserve the room using a personal credit card (an advance will be given before the trip so that the room can be paid with cash rather than the personal credit card).
- **IMPORTANT:** Attach a copy of the hotel confirmation showing the amount of lodging.

_____ Registration

- Print name of organization and registration due date on Travel Advance.
- **IMPORTANT:** Attach a **completed** registration form. The form **must** identify registration fees and the name and address where the registration is to be mailed.
- **Registration will be mailed directly to the vendor.**

**APPLICATION FOR
YCFA TRAVEL AND CONFERENCE FUNDS**

NAME _____ **TITLE OF ACTIVITY** _____

DATE OF ACTIVITY _____ **LOCATION** _____

- A. **ABSTRACT:** Attach a detailed description of the activity and how it will upgrade, enhance, or improve your assignment.
- B. Attach a brochure or other information relative to the proposed activity.
- C. Itemize in detail the total cost of the proposed activity:

Transportation:

- Personal Car _____ Roundtrip Miles @ 50 cents/mile = _____
- Bus, Plane, Train, etc. = _____
- Auto Rental = _____
- Parking = _____
- Other = _____

Meals:

- Breakfast Meals _____ X \$ 6.00 = _____
- Lunch Meals _____ X \$ 8.00 = _____
- Dinner Meals _____ X \$ 16.00 = _____

Lodging:

- Number of Nights _____ X \$ _____ Per Night = _____

Registration Fees:

= _____

Other Expenses (Itemize):

= _____

TOTAL (*The limit per faculty member each academic year is \$750.*) = _____

Applicant's Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE APPROPRIATE COLLEGE FLEX COMMITTEE CHAIR:

- Woodland Community College: Donna McGill-Cameron, Ext. 5751
- Yuba College and Clear Lake Campus: Stephanie Reynolds, Ext. 6865

FLEX COMMITTEE CHAIR APPROVAL:

APPROVED: _____ Yes _____ No RECOMMENDED AWARD: \$ _____

Flex Committee Chair's Signature: _____ Date: _____

For District Office use only: Amt Awarded: \$ _____ Date Awarded: _____ Initials: _____

TRAVEL / IN-SERVICE FOLLOW-UP ACTIVITIES

NAME _____ TITLE OF ACTIVITY _____

DATES _____ LOCATION _____

To the Recipient of in-service funds: The purpose of the follow-up report is to help the Flex Committee to evaluate the value of the Travel/In-Service activities. In writing the report, please be specific and concise, avoiding general statements like "it was great" or "awful".

1. What I learned from the conference or activity:

2. How I plan to apply what I learned:

3. How and when I plan to share it with colleagues:

The follow-up report must be turned in with the claim for reimbursement for immediate processing of you request.

APPLICANT'S SIGNATURE: _____ DATE: _____

PLEASE RETURN THIS FORM TO THE FLEX OFFICE AT THE MARYSVILLE CAMPUS.

FOR OFFICE USE ONLY:

RECOMMENDED COMMITTEE ACTION:

Approve _____ Disapprove _____ Date _____