

## Yuba Community College District

### YCFA TRAVEL AND CONFERENCE FUNDS GUIDELINES AND PROCEDURES

#### CRITERIA:

YCFA Travel and Conference Funds are awarded by the respective 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 file a one-page report summarizing the activity. The report should include how the information obtained will be used in the faculty member's assignment. The faculty member must send the 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.

(Approved by the YCCD Academic Senate on October 27, 2005)

#### INSTRUCTIONS:

1. Complete the *Application for YCFA Travel and Conference Funds* located at [www.yccd.edu/flex/forms](http://www.yccd.edu/flex/forms), attach copies of supporting documentation, sign the application and submit it to the appropriate College Flex Committee Chair for approval:
  - **Woodland Community College:** Donna McGill-Cameron, Ext. 5751, [dmcgill@yccd.edu](mailto:dmcgill@yccd.edu)  
2300 E. Gibson Road, Woodland, CA 95776
  - **Yuba College and Clear Lake Campus:** Stephanie Reynolds, Ext. 6865, [sreynold@yccd.edu](mailto:sreynold@yccd.edu)  
2088 N. Beale Road, Marysville, CA 95901
2. Please allow 2 weeks to be notified of the disposition of the application.
3. If funding is approved, the faculty member will receive instructions on completing and submitting the *YCCD Travel Advance Form* located at [www.yccd.edu/travel](http://www.yccd.edu/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.

4. Upon returning from the in-service activity, submit the *Travel Reimbursement Form* (located at [www.yccd.edu/travel](http://www.yccd.edu/travel)) along with the *YCFA Travel and Conference Follow-Up Report* (located at [www.yccd.edu/flex/forms](http://www.yccd.edu/flex/forms)) to the respective College Flex Committee Chair.

**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: \_\_\_\_\_

<i>For District Office use only:</i> Amt Awarded: \$ _____ Date Awarded: _____ Initials: _____
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**YCFA TRAVEL AND CONFERENCE  
FOLLOW-UP REPORT**

NAME \_\_\_\_\_ TITLE OF ACTIVITY \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_ LOCATION \_\_\_\_\_

The purpose of the follow-up report is to help the Flex Committee to evaluate the value of the YCFA Travel and Conference 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 submitted with the Travel Reimbursement in order to process the reimbursement.**

RECIPIENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

- Woodland Community College: Donna McGill-Cameron, 530-661-5751
- Yuba College and Clear Lake Campus: Stephanie Reynolds, 530-741-6865

**FLEX COMMITTEE CHAIR APPROVAL:**

APPROVED: \_\_\_\_\_ Yes \_\_\_\_\_ No

FLEX COMMITTEE CHAIR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_