

## ARTICLE 10 – CONFERENCE AND TRAVEL

*Taken from the 2008-2011 YC-AFT Collective Bargaining Contract*

10.1 Adjunct Faculty Conference and Travel funds are the funds available to Adjunct employees from the Staff Development Funds and are to be used to upgrade or improve the staff member's ability to perform his/her assignment.

10.1.1 The funds may be used to cover the cost of transportation, meals, lodging, registration fees or other expenses related to a professional conference, seminar or class.

### 10.2 Guidelines

10.2.1 To be eligible, an adjunct faculty member must have taught a minimum of four (4) out of the last eight (8) semesters (or summer session) for the District.

10.2.2 Funds are awarded on a first come, first served basis.

10.2.3 The maximum amount per unit member shall be determined by the District's Staff Development Committee.

10.2.4 An eligible adjunct faculty member will be funded over a two (2) year period of time the amount determined by the District's Staff Development Committee.

10.2.5 At the conclusion of the funded activity, the adjunct instructor must file a one (1) page report summarizing the activity. The report should include how the information obtained will be used in the member's assignment. The report will be sent to the Director of Human Resources Development and Personnel Services.

**Adjunct Faculty Conference and Travel Request**

*Submit to the District HRD/Personnel Office, Room 19, District Office*

Name \_\_\_\_\_ Teaching Site \_\_\_\_\_

Classes Taught \_\_\_\_\_

How many of the last 8 semesters have you taught for YCCD? \_\_\_\_\_

Activity \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_

Have you received adjunct travel funds before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Itemize in detail the total cost of the proposed activity below:

**TRANSPORTATION**

▪ Personal Car \_\_\_\_\_ Miles @58.5 cents/mile = \_\_\_\_\_

▪ Bus, Plane, Train, Other \_\_\_\_\_ = \_\_\_\_\_

**MAXIMUM MEAL ALLOWANCE/PERSON**

▪ Breakfast Meals \_\_\_\_\_ x \$ 6.00 = \_\_\_\_\_

▪ Lunch Meals \_\_\_\_\_ x \$ 8.00 = \_\_\_\_\_

▪ Dinner Meals \_\_\_\_\_ x \$16.00 = \_\_\_\_\_

**LODGING**

▪ Number of Nights \_\_\_\_\_ x \$ \_\_\_\_\_/Night = \_\_\_\_\_

**REGISTRATION FEES** = \_\_\_\_\_

**OTHER (Itemize)** \_\_\_\_\_ = \_\_\_\_\_

**TOTAL** = \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Committee Action: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Staff Development Coordinator's Signature \_\_\_\_\_  
*Upon approval of travel request, District travel forms will be sent to recipient.*  
Revised: 8/18/2008

**Write an abstract of the proposed activity. Include a detailed description of the activity and how it will upgrade, enhance, or improve your assignment (use additional paper if necessary.) Please attach brochures or other information relative to the proposed activity.**

**TRAVEL/IN-SERVICE FOLLOW-UP REPORT**

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

DATES \_\_\_\_\_ LOCATION \_\_\_\_\_

To the recipient of in-service funds: The purpose of the follow-up report is to help the Staff Development Committee evaluate the value of the travel/in-service activities in which you participated. 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:

For immediate processing of your request, the follow-up report must be turned in with the travel reimbursement claim form. Submit to the Personnel Office, Room 19, Marysville.

APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_