Guidelines for SCC
CONFERENCE, WORKSHOP, & TRAVEL (CWT) FUNDING PROCESS
Updated: December 22, 2014
Staff Development Standing Committee

Funding Information and formula
- Any staff member may apply for funds.
- Applicants may not receive more than $500 per fiscal year.
- All costs will be covered in full, including registration, transportation and meal costs, up to the limit of $500. No funding will be given for membership fees or incidentals such as parking fees and bridge tolls.
- Funds will be allocated on a first come -- first funded basis.
- Funding allocations are subject to District travel policy and/or IRS regulations.
- Funding may also be available from your Division, Perkins, or other college funding sources.
- If you do not allow up to eight weeks for the paperwork process, you might not receive a cash advance or registration pre-payment.

Application Process
- Complete the top portion of a Conference, Workshop, and Travel (CWT) Fund Application form, available for download and printing from the Staff Resource Center website database.
- Have your unit manager or supervisor complete the bottom section supporting your application. (If your unit manager does not approve your funding request, you will not receive funding).
- Include the following forms with your CWT Fund Application:
  - Completed (typing preferred) a Los Rios Travel Authorization and Reimbursement Claim form (available from your division office). Fill out the top section and Part I. If you want a cash advance or your registration pre-paid, fill out Part II.
  - Travel Justification Form with approval from dean/supervisor and College Service Area (if required).
  - All supporting documentation with event location, description, dates, fees, meals included, etc. (flier, brochure, hotel reservation, conference registration, flight information/travel estimate, etc.)

Submission Process
- Submit your CWT Fund Application and additional documentation to the Staff Resource Center, LRC 106 up to eight weeks before the date of the event. After funding is approved, your CWT documents will be sent to the SCC Business Service Office. All out of state travel requests will be sent to the Los Rios chancellor for approval after SCC processing is complete.

After You Travel
- You must submit a Conference, Workshop and Travel Report to the Staff Resource Center within 30 days after the event. You may be asked to make a campus presentation. Applicants who have not filed reports for funded activities will receive low- priority for funding for subsequent funding requests.
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Recommendations and Reminders for using CWT Funding

- All reservations for conferences, hotels, air travel, etc. are your responsibility.
- District policy requires that transportation costs must be the lesser of round trip coach airfare or mileage.
- Travel authorizations should be typed or very clearly and legibly printed.
- For air travel, you may obtain a cost estimate from any source. However, you should list Cal Travel Store on your Travel Authorization form if you want the Business Office to prepay your airfare. After your Travel Authorization has been approved and you are ready to make your reservation, contact the travel agency, at 1-877-454-8785 to see if a state travel rate is available. LRCCD has a contract with Cal Travel Store and it is the only travel agency to be used for airfare prepayment.
- Carpool if possible. District vehicles may be available to qualified drivers. Contact Operations for information.
- If you receive funding and need to cancel your participation, please immediately inform the Staff Resource Center x2176 so that the funds can be released.
- Incomplete applications will not be funded.

For more information, see the Staff Resource Center website or contact The Staff Resource Center, x2176.

Documents to be Included:

Official Forms:
- Conference, Workshop, & Travel (CWT) Application Form
- Travel Authorization/Reimbursement Claim Form
- Travel Memorandum Form

Travel (One of the following):
- Airfare receipt and/or confirmation number
- Driving directions with number of miles
- Mode of public transit receipt and/ or confirmation
- Or projected loss of travel

Workshop/ Conference
- Registration confirmation (Receipt, conf. number, screen shot, etc.)
- Proof of conference relevance (Description of workshop, schedule, conference website, etc.)

Lodging
- Receipt (with dates)
- Confirmation number
- Website page, if needed