

**TRAVEL AND CONFERENCE FUND**

The District shall maintain a fund for assisting employees with conferences and workshops related to the employee's current field or to support activities that will prepare the employee for new fields or endeavors. The fund shall be \$10,000 per year. Unused funds shall be rolled over to the next year but the maximum fund amount shall not be more than \$15,000. Education, travel, and conference funds may be used during a Staff Development Leave.

1. The employee shall provide evidence of successfully completing the class or full participation in conference/workshop.
2. An employee may receive up to a maximum of \$2,000 per fiscal year.
3. Assistance shall be on a first come first serve basis, until the fund is depleted.

**Include official transcript verifying successful completion of the work-related class and receipts identifying tuition, fees, textbooks, conference and workshop registration and travel related expenses.**

**To Be Completed By The Employee:**

Name: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

CWID: \_\_\_\_\_

Beginning Date of Course / Conference / Workshop: \_\_\_\_\_ Conference/Workshop Registration: \$ \_\_\_\_\_

Ending Date of Course / Conference / Workshop: \_\_\_\_\_ Travel and Related Expenses: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

\*Attach Information on Conference / Workshop to this sheet along with a District Trip Voucher form.

\_\_\_\_\_  
Employee Signature Date

**Approval of Administrator:**

\_\_\_\_\_  
Administrator's Name (please print) Administrator's Signature Date

\*\*\*\*\***(For Human Resources Use Only)**\*\*\*\*\*

Director of HR: \_\_\_\_\_ Amount Reimbursed \$ \_\_\_\_\_

Processor: \_\_\_\_\_ Date of Reimbursement: \_\_\_\_\_