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| **FULL TIME FACULTY NAME:** |  | **Division:** |
| **EVENT:**(workshop, meeting, conference, etc.) |  | **Transportation expense:** |
| **DESCRIPTION OF EVENT:** |  | **Registration fee:** |
| **EVENT** **PRESENTATION:** | **Presenting?** (circle one) Yes No**If Yes**, presentation title and brief description: | **Additional expenses:** (lodging, baggage fees, meals) |
| **BENEFIT TO AWC:** |  |  |
| **PRESENTATION AT CIE-SPONSORED EVENT(S):** | **In what forum will you share your experience and expertise with your colleagues: (circle at least one)**PDD break-out session Seminar/DiscussionNoon Discovery Series 2.0 Faculty JourneysGE Focus Series OrientationMentor/Mentee Program Other | **If Other**, specify here: |

Travel funds are available to Full Time Faculty for Professional Development. Interested Full Time Faculty will collect information to fill out this PD Travel Form and submit supportive documents and completed PD Travel Form to Division Travel Committee for Approval. DC will forward PD Travel Form, completed Travel Request (excel spreadsheet) with all documentation to support expenses, to CIE Administrative Secretary (CC: CIE Director). CIE Admin Secretary will verify availability of funding within the specific Division and review Travel Request information. CIE Admin Secretary will forward completed Travel Request and appropriate documentation to the Vice President of Learning Services for final approval.