



Red Rocks Community College Professional Development Travel Application

Instructions: Please complete the application and attach additional pages as needed. Be sure to attach the activity/conference information (brochure, registration form, and agenda). **All professional development travel (including faculty sponsored field courses) must be pre-approved prior to registering/committing to an activity, regardless of funding source.**

Name: _____ Phone: _____

Department/Division: _____ Date Submitted: _____

Title of Activity: _____

Place of Activity: _____

Departure/Return Date: _____

Budget: Cost Center _____

Airfare	_____
Rental Vehicle	_____
Conference Registration	_____
Lodging	_____
Mileage	_____
Meals	_____
Incidentals	_____
Total Requested	_____

❖ How will costs overruns be paid?

1. Why do you want to attend this conference?

2. What will you do at RRCC with what you learn at this conference?

College Review	
Date Reviewed: _____	<input type="checkbox"/> Approved Amount Granted \$ _____ <input type="checkbox"/> Disapproved
Comments:	
Immediate Supervisor: _____	
Vice President Signature: _____	
College President: _____	