



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 _____

Air Transportation	_____
Ground Transportation	_____
Conference Registration	_____
Hotel	_____
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: _____ Approved Amount Granted \$ _____

Disapproved

Comments:

Immediate Supervisor: _____

Vice President Signature: _____

College President: _____