

GREENFIELD COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT REQUEST FORM

Eligibility: All those currently employed by the Commonwealth of Massachusetts at Greenfield Community College who are members of the Assembly. See members' description in Article III, GCC Assembly Bylaws dated October 7, 2002.

Instructions: Please provide all applicable information. Send completed form to your supervisor for acknowledgement who should then forward it to Beth LaPorte. Deadlines for submission are the 1st Friday in November for expenses incurred Jul. 1 - Dec. 31 and the 1st Friday in March for expenses incurred Jan. 1 - Jun. 30.

NOTE: In order for the committee to consider your application, the following is required: a copy of the conference literature/course description, date(s), and associated costs.

REQUEST INFORMATION

NAME: INDIVIDUAL
 GROUP

POSITION AT COLLEGE: COLLEGE CONTACT INFORMATION:

WHAT IS THE NATURE OF YOUR REQUEST?

DESTINATION (if applicable):

DATE(S) OF ACTIVITY:

YOUR APPLICATION MUST INCLUDE THE FOLLOWING: Conference Literature/Course Description
 Dates
 Associated Costs

ESTIMATED EXPENSES (TRAVEL/TUITION/CONFERENCE FEES, ETC.) – REIMBURSABLE ITEMS

PERSONAL VEHICLE:	_____ miles x \$0.40 =	\$	
AIRFARE:		\$	
LODGING:		\$	
MEALS: Maximum \$30.00 per day with receipts		\$	
REGISTRATION/TUITION/CONFERENCE FEES, ETC.		\$	
OTHER TRAVEL RELATED (e.g. parking, tolls, taxi):		\$	
MATERIALS, SUPPLIES, BOOKS:		\$	
MISC:		\$	
TOTAL REQUESTED:		\$	

REMINDER: Confirm with your supervisor any need for an off-campus travel authorization.

