



## STAFF DEVELOPMENT PROPOSAL FORM

Submit hardcopy proposal with signatures to the Office of Human Resources & Employee Relations.

Name: \_\_\_\_\_

Date Proposal Submitted: \_\_\_\_\_

Email: \_\_\_\_\_@avc.edu

Phone #: \_\_\_\_\_

Div./Dept: \_\_\_\_\_

Full-time Faculty  Adjunct  Admin.

Classified  Conf./Mgt./Supv.

### **Project Title:**

(Seminar/Conference Title; Course Title; or Project Title for activities involving travel activities that are not predefined) (Do not use acronyms or abbreviations)

### **Date(s) of Project:**

### **Location(s):**

From: \_\_\_\_\_

City/State: \_\_\_\_\_

To: \_\_\_\_\_

### **Budget Expenses: Must attach supporting documentation for applicable fees.**

Fees/Tuition: \_\_\_\_\_

Travel: \_\_\_\_\_

Hotel: \_\_\_\_\_

Meals: \_\_\_\_\_

Misc.: \_\_\_\_\_

### **TOTAL:**

Reimbursement contingent upon Board approval and submission of receipts up to a maximum of \$1750.

**A copy of the relevant conference materials must be attached.**

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