

You may submit this form electronically or physically to the Chair of the Professional Development Committee. With either submission you must include the Permission to Travel form. Located G: \Allempl\Public\Business Office\Travel

■ Trip Details

Name: _____

Date of Request: _____

Name of Conference/Meeting: _____

Location: _____

Meeting/Conference Dates: _____

Total Amount Requested: _____

■ Justification

Please support your request by addressing the following questions:

- How will this activity support FVCC's mission in terms of core themes, objectives, and indicators?
- How will you share the information gained: who, how, when?
- How does this relate your your Professional Development Plan?

(Attach additional information if needed.)

Check this box to indicate that your division chair is aware of this proposal.

When the Professional Development Committee has reviewed your request, you will receive notification from the committee chair regarding approval or denial.