

PROFESSIONAL DEVELOPMENT TRAVEL REQUEST FORM

- Procedure 1) Fill out travel form and attach a flier or schedule for the meeting (if available).
- 2) Fill out Travel Authorization Form.
  - 3) Fill out yellow Departmental Leave Approval Form with Dean or Assistant Dean's approval.
  - 4) Obtain approval and signatures on all forms except the Travel Authorization Form.
  - 5) Apply with all completed forms to the Staff Research and Development Committee.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

MEETING YOU WISH TO ATTEND, LOCATION, AND DATES

\_\_\_\_\_  
\_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_

ARE YOU A MEMBER OF THE SPONSORING ORGANIZATION \_\_\_\_ YES \_\_\_\_ NO

TOTAL FUNDS REQUESTED \$ \_\_\_\_\_

JUSTIFICATIONS FOR ATTENDING AND BENEFIT TO THE COLLEGE OF CHARLESTON

OTHER TRIPS DURING THE PREVIOUS TWELVE MONTHS AND FUNDING SOURCE, AND AMOUNT (Use reverse side of form for additional space).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE AND COMMENTS \_\_\_\_\_

-----

SRDC Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Amount \$ Recommended \_\_\_\_\_

-----

DEAN OF LIBRARIES: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved \$ \_\_\_\_\_