

Faculty Professional Development Support

Application Checklist

Downloading an Application

- Download an application and review the policies on faculty professional development support for full -time faculty on the Trinity website at www.trinitydc.edu/policies/faculty-travel

PRIOR TO TRAVEL (PRE-APPROVAL)

Verify that the following has been provided:

- Employee's full name, contact information, date of travel, destination, conference sponsor, and role in the conference
- Type a brief statement explaining the purpose of your trip, specifying whether you are giving a paper, presentation, serving as a board member or officer of the group, or other purpose. Please attach any materials that support your statement.
- Estimate all costs associated with your professional development travels (i.e. transportation, parking, meals, hotel, and conference registration)
- Attach receipts and/or printed estimates for transportation, hotel costs, and conference registration
- Sign and date the first page of the application
- Email the application and supporting documents to your Dean for review and approval. ***Please note all applications must be typed and submitted electronically. Applications that do not include a rationale for the trip will be returned to the faculty member for revision.***

If your application is approved, you will receive a signed copy of your application and further instruction from the Dean to request a purchase order.

PRIOR TO TRAVEL (POST-APPROVAL)

Verify that you have completed the following tasks:

- Request a Purchase Order online at <http://www.trinitydc.edu/business/purchase-orders/>
- Provide the Provost's trinity email as the "approver email address"
- Provide the following budget codes: 130509971260 (travel) and 130509971280 (conference)
- Provide a rationale and purpose for your travels
- Attach your application for faculty professional development support and all supporting documents (i.e. receipts, estimates, registration confirmation, etc.)
- Submit the Purchase Order.

You will be notified once your purchase order request has been approved.

AFTER THE TRAVEL

Verify that the following has been provided:

- Write a brief statement summarizing the results and outcome of your experience on your original application for travel.
- Provide the actual expenses for the trip, including the amount requested for reimbursement.
- Sign and date the second page of the application

- Complete an Expense Reimbursement Form online at <http://www.trinitydc.edu/business/travel-reimbursement/>
- Print, sign, and date the Expense Reimbursement Form
- Attach all itemized receipts and documentation
- Deliver the revised application, Expense Reimbursement Form, and original receipts as one packet to the Provost for final authorization. ***Please note in order to process your reimbursement, your original receipts must be attached.***

The Business Office will notify you once your reimbursement is ready for pick-up.