



APPLICATION FOR ASSEMBLY MEMBER GRANT

Sabbatical Leaves and Grants Committee

DIRECTIONS: Send completed request, with the appropriate materials attached, to the Senate Office, B-150a.

This application is for **assembly members** to apply for a per diem allowance to attend conferences or workshop activities once P.D.A./Travel monies have been committed. It may also be used for college courses' tuition/fees, books, and supplies.

Please fill out the appropriate section: Part A – Conferences/Workshops; Part B – Course Work
Use a separate application for **each** conference/workshop or course.

FOR PART A: Attach a copy of brochure, announcement, etc., that indicates length and dates of event.
FOR PART B: Attach information that details coursework and/or fees and the institution.

DO NOT ATTACH RECEIPTS OR CANCELED CHECKS WITH THIS APPLICATION. At the completion of the conference, workshop, or class, submit canceled checks or receipts along with (1) Grant Approval Memo, **and** (2) Travel Expense Form **or** (3) Transcript/Grade Report to the Business Office, B-116, for reimbursement. Please submit reimbursement forms promptly, preferably by the end of the semester in which the event/course took place.

Current policy allows for \$500 per individual **annually**; however, to accommodate more requests, the Committee awards up to \$300 of that figure as money is available. If money is available at the end of the year, remaining portions will be awarded in order of application.

Applicant's Name _____ Division/Department _____

I am applying for funds available: July 1 – December 31 **OR** January 1 – June 30

Please list any other college sources to which you have applied for funding this project:

PART A – Conferences/Workshops

Attach a copy of brochure, announcement, etc., that indicates length and dates of event. Verification must be attached for application to be processed. The per diem allowance is \$60 per conference/workshop day plus 1 day travel if conference/workshop is more than 400 miles round trip from Delta College. Conference fees are not included in the per diem allowance.

Conference/Workshop Name _____

Location _____

Dates: I will be attending the Conference/Workshop from _____ to _____

This conference is more than 400 miles round trip from Delta College Yes No

PART A – Total Per Diem Request \$ _____

PART B – Course Work

Attach information that details the coursework and the institution at which it is being/was taken.

Course Name/Number _____

Course Dates _____

Institution Name _____

Location _____

Course Work Costs: (Please itemize these specific costs.) Tuition & Fees: _____
Books: _____
Supplies: _____

PART B – Total Course Work Request \$ _____