



Staff Revitalization and Professional Conference Funds
ACE APPLICATION for CLASSIFIED PROFESSIONALS
 De Anza College Office of Professional Development

This is a fillable form: download and complete this application on your computer. Don't forget to print a copy BEFORE you close this window. Please print application on ONE SIDE ONLY, NO STAPLES, as the applications have to be scanned. **CONFIRMATION of funding will be sent via District Email only.**

APPLICANT

Name: _____ **Today's Date:** _____
Division: _____ **CWID#:** _____
Department: _____ **Day/Work Phone:** _____
FHDA E-mail: _____
Check your Status:
 Classified/ACE
 Classified Hourly/ACE

ACTIVITY

Title of Proposed Activity: _____
Are you presenting at this activity? Yes No
Activity Start Date: _____ **Activity End Date:** _____
Activity Location, City: _____ **State:** _____ **Country:** _____

APPLICATION SUBMISSION 2019 – 2020

Applications will be reviewed by the committee every 2 weeks until the funding allocated for the quarter is depleted. Please submit your application 3 – 4 weeks ahead of your activity to allow ample time for yourself and the review process.

Fall Quarter applications will start to be reviewed on September 25
Winter Quarter applications will start to be reviewed on November 6
Spring Quarter applications will start to be reviewed on February 12
Summer Quarter applications will start to be reviewed on May 13

REC'D: <input style="width: 90%;" type="text"/>	FOR OFFICE USE ONLY
APP NUMBER: <input style="width: 80%;" type="text"/>	Chancellor's Approval For International Travel: Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Director, Office of Professional Development	
<input type="checkbox"/> App Approved / Max Amount \$ _____	<input type="checkbox"/> App Not Approved _____

ITEMIZED ESTIMATED EXPENSES

Original receipts and proof of payment in the **applicant's name** are required for reimbursement of approved expenses.
Please double-check that all your calculations are correct before submitting your final application.

		Support Documents Needed
CONFERENCE/ACTIVITY REGISTRATION FEE Conference or activity fee: \$ _____ Pre-conference, post-conference or extra workshop fee: \$ _____ Date of Early-Bird Registration Deadline, if any: _____ Total: \$ _____		<i>Attach:</i> A brochure/webpage with the activity description and registration fee(s).
AIRFARE Airfare, including taxes and fees Total: \$ _____ <i>If using an estimate, choose the moderately priced option to give yourself adequate budget.</i>		<i>Attach either (check one):</i> Airfare estimate OR Airfare receipt
MILEAGE, if driving to your activity: Enter round-trip miles Enter # of trips If driving more than 300 miles round trip to your conference/activity, you will be reimbursed at the economy airfare rate to your destination, OR for the total round trip miles, whichever is the lesser amount. [If the lesser amount is the economy airfare, then enter it above in Airfare.] <i>Current IRS Mileage Rate = \$0.575</i> Total Driving: \$ _____		A Google Map showing the one-way mileage from home or from work, whichever is closer is attached. Economy airfare estimate is also attached (if driving over 300 miles)
GROUND TRANSPORTATION Car Rental: \$ _____ <i>Documentation only needed for car rental.</i> Ground Transportation (Shuttle, BART, CalTrain, Uber, Taxi, etc.): \$ _____ Bridge and/or Lane Tolls: \$ _____ Parking: \$ _____ Total: \$ _____		<i>Attach either (check one):</i> Car rental estimate OR Car rental receipt
MEALS Maximums/day: Breakfast - \$10, Lunch - \$15, Dinner - \$30. Total Meals: \$ _____ [Meals provided by the conference as part of the conference fee are not reimbursable. Meals must be paid for by attendee, District ProCards may not be used for meals.]		<i>Attach:</i> Schedule included showing meals provided by the conference.
LODGING [Only for activities 75 miles or more away from the college; \$250/night maximum.] Sharing hotel? Each attendee must have a itemized receipt issued in their name. # of nights of lodging needed: _____ Base room rate per night : \$ _____ Taxes per night : \$ _____ (If not showing on a webpage, use base room rate x 20%) Total: \$ _____		<i>Attach either (check one):</i> Lodging estimate OR Lodging receipt
OTHER APPROVED EXPENSES Total: \$ _____ Description: _____		<i>Attach either (check one):</i> Estimate/Validation OR Receipt
Total Costs: \$ _____		

AMOUNT REQUESTED: \$ _____

OTHER FUNDING

Identify any additional college funding that you will be using for this activity (college grants, Perkins, B Budget, etc.)			
Fund Index Code	Fund Name/Description	Amount	Mgr's Initials

ACTIVITY CATEGORY

To assist the College in its accountability to the State's Chancellor's Office in the use of AB1725 funds for professional development activities, please **check the boxes** below for all of the categories that apply to this activity.

Provide additional training and education to support the diverse student body of the college.

Develop new and innovative programs by engaging in professional and discipline-based associations.

Intellectual engagement with colleagues that helps create a vibrant and rich intellectual life.

Training to ensure that student services support is provided in the areas of counseling, reading and computational assessment and evaluation, financial aid assistance, providing and directing tutorial services, providing outreach into local community providing information to continuing students.

PROVIDE THE COMMITTEE WITH SHORT ANSWERS TO THESE QUESTIONS:

Provide short answers for the following questions. A well-written and thoughtful response provides specific details and examples. If you need more space for your answers, please attach additional document.

1. How does this activity benefit your department, division, and college? Please answer all parts of this question.

2. How will this activity update your skills/service and/or your work with students and/or colleagues?

The committee strongly recommends that the applicant and manager discuss in advance how the time away from the workplace for this activity will be reflected on the applicant's timesheet, if at all.

Signature of Applicant: _____

I understand that, unless approved at the time of this application, other college budgets will not be available for this activity.

Signature of Dean/Supervisor: _____

Comments: _____
