Travel and Conference Fund Application and Reimbursement Process

https://foothill.edu/staff-development/travel-conferences.html

STEP 1

Gather your documentation

Collect the paperwork you'll need to attach to your application. You'll need a brochure/webpage describing the event, location, dates, and cost. If the event is in person, you'll also need an estimate of hotel cost, Google map showing mileage or an estimate of your airfare and ground transportation costs.

STEP 2

Check the banned state list

In 2016, California passed AB1887 that bans state-funded or state-sponsored travel to states with laws discriminating against the LGBTQ+ community. Consequently, Travel and Conference Funds cannot be used for travel to those states. If your event is in person, check the list of banned states at https://oag.ca.gov/ab1887.

STEP 3

Complete the Smartsheet Application

Make sure to complete all the fields on the application form and upload all of your documentation.

STEP 4

Your supervisor reviews your application.

When you hit "submit," your application immediately goes to your dean. They will review, usually with the most focus on the event description and your statement of benefit. If they don't approve you'll get an email notification. If they need more info, you'll get an email prompting you to add the missing info. If they approve as is, your application goes to the T&C Fund committee.

STEP 5

T&C Fund Committee reviews your application.

The T&C Fund Committee includes two faculty (one representing FA and one representing Academic Senate) and one administrator. All three review your application closely to make sure it aligns with the district's travel policies. You may receive an email prompting you to add missing info or make corrections to comply with the travel policy. Once all three weigh in, you'll get an email letting you know if your application has been approved. If it is...

STEP 6

Go to your conference! Have fun and learn lots of new stuff!

STEP 7

Complete and Upload your Trip Voucher and Receipts

The day after your event concludes, you'll get an email with a link to upload your Trip Voucher and your receipts. Complete all fields in the voucher, making sure the info is consistent with your original approved application. Then, click the link in the email to upload the completed voucher and receipts. You have 30 days after your event to do this or your funding may be forfeited.

STEP 8

Trip Voucher Approval Process

Our administrative assistant reviews your voucher and receipts to verify the voucher is consistent with your application and that all needed receipts are included. They then forward the documents to the Dean of Equity for final approval, and then your packet is sent to Accounts Payable for processing!

STEP 9

Receive your reimbursement check

Once received by accounts payable, most reimbursements are issued within 10-14 days.

Ready to apply?

For questions please contact Erika Cervantes at owenserika@fhda.edu