



Summer/Fall 2024 Travel Fund Request Form
Please attach to your Chrome River Funding Request
If you Opt Out, you may not request funds from the travel pool

For conference attendance from July 1, 2024- Jan 31, 2025

Approval date and amount (For PD use only):

Name (indicate FT or PT)	Email	Division/Dean	Amount Requested
Title of Conference	Virtual Y /N	Dates of Conference	Location

1. Prior to the activity:

- Fill out Pre- Approval Request in your Chrome River Account (in Work Life tab on your portal)
- Indicate in Chrome River comments you are asking for Travel Pool Funds
- In Chrome River, please indicate the dates from submission to completion of activity (not just dates of conference)
- In the Allocations- choose Academic Senate FOAP
- Complete this form
- If attending Virtual Conference, Pre-approval is not necessary, select “Expense” report

2. Submit a completed Proposal Form

- Send to Gigi at mtfiumerodo@vcccd.edu for review along with any supporting documentation.
- Once returned with your approved amount- attach to your Chrome River request.

3. After the activity:

- Upload receipts in Chrome River

Additional Details:

Are you a presenter at the conference? Would you be willing to share what you learn to the larger campus community?

Have you received funds from the travel pool in the past? Yes / No

If so, what semester and year and what amount? (Please note: faculty are awarded funds one time per academic year)

IF YOU DO NOT TRAVEL, PLEASE NOTIFY Gigi Fiumerodo. THANK YOU.

FUNDS MUST BE ENCUMBERED BEFORE: March 3, 2025

PAPERWORK MUST BE IN BEFORE May 31, 2025.

Link to Chrome River Zoom training (20 minutes):

https://vcccdventura.sharepoint.com/sites/VC_ProDevCC/SitePages/January-6,-2022.aspx