

Maui Community College

Staff Development Fund Account, MCC-UH Foundation

Application Form to Request Funding

Please refer to the informational sheet before filling out this form.

Questions? Contact Lillian Mangum via email (mangum@hawaii.edu) or at ext.584.

Date: _____

Name: _____ Phone: _____ (w) _____ (h)

Name of Activity: _____

Date/s of Activity: _____

Location of Activity: _____

W

Estimated Cost

Conference Fee: \$ _____
Airfare: \$ _____
Ground transportation: \$ _____
Lodging: \$ _____
Other (describe): \$ _____

Please note that this funding source cannot reimburse for any food or lodging if you receive per diem from another source. It is easiest to reimburse conference fees or airfare. Please review options with Lillian prior to your travel.

I request \$ _____ (\$500 maximum) from the Staff Development Fund for:

I am also requesting \$ _____ from: _____

for: _____

I give permission for my participation in this activity to be published. yes no

Signature of requestor: _____

- Travel Request form is attached (with traveler & supervisor signature).
- Flyer/brochure describing the activity is attached.

_____ _____ _____ _____
Chair - Staff Development Date Provost - MCC Date

Approved Not approved \$ _____ Amount of funding