AFT- Classified Professionals

Travel & Conference Application

Please attach a copy of the travel request form and conference agenda or announcement to this application.

Contact Information

Name			
Home Address			
Home City		Home Zip Code	
Site			
Department			
Work Phone			
E-Mail Address			
Total Funding Requested from AFT:			
From which other District sources have you sought funds for this conference?			
What other funds, and in what amount, have been approved for you to use for this conference?			

Summary

Please write a summary detailing how your attendance at this conference will benefit the District and you as its employee. (Attach additional sheets if necessary.)

Agreement and Signature

By submitting this request, I affirm that the facts set forth in it are true and complete and that if I do not complete the requested travel and/or conference attendance that I will be liable for returning or paying those funds back to the AFT Guild.

Name (printed)	
Signature	
Date	

Supervisor's Comments

Supervisor's Approval

Name (printed)	
Signature	
Date	

Mail Completed Forms to:
AFT Guild, Local 1931
3737 Camino del Rio South, Suite 410
San Diego, 92108

or

Fax Completed Forms to:
619.640.1154

or

Email:
aftjim@mac.com