



AFT Guild, Local 1931 - Classified Professionals Travel & Conference Funds Application

Attach a copy of the District Travel Request form and conference agenda or announcement to this application.

Contact Information			
Name			
Home Address			
Home City		Home Zip Code	
Site/Campus			
Department/Mailbox			
Work Phone			
E-Mail Address			
Total Funding Requested from AFT (Provide quotes, if possible)	\$		

Funding Sources	
Provide documentation demonstrating your attempts (successful or not) to obtain funding from your campus travel and conference/professional development sources.	
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. Proof of attendance will be required.

Name (printed)	
Signature	
Date	

Supervisor's Comments

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Supervisor's Approval

Name (printed)	
Signature	
Date	

Application Checklist

- District Travel Request form
- Conference agenda or announcement
- Quotes or documentation of costs, where possible
- Documentation demonstrating your attempts (successful or not) to obtain funding from your campus travel and conference/professional development sources.
- Your signature
- Your supervisor's signature

Send Completed Application & Documentation

You can send via any method below.

Mail	AFT Guild, Local 1931 3737 Camino del Rio South, Suite 410 San Diego, CA 92108
District Mail	Address to "AFT - District Office"
Fax	619-640-1154
Email	aftjim@mac.com