

Professional Development Travel Funding Request Form

Black Academic Excellence Center

Name: _____

Email: _____

Employee ID: _____

Phone: _____

Purpose of travel: _____

Amount Requested (Max: \$200): _____

In the space provided below, please describe the professional development opportunity, what knowledge or skills you hope to gain, and how the funds will be used:

Signature: _____

Date: _____

To be filled out by BAEC Coordinator:

1. Is the student getting funding from another department on campus? If yes, how much?
2. What expenses are going to be incurred due to traveling for the event? Can the student provide quotes or reservations?
3. What expenses are going to be covered by BAEC?
4. Does the student know they are responsible for bring back receipts for travel?

Please email or deliver your completed form to the BAEC Coordinator, Steve Ross. The email is sdross@calpoly.edu and the office is in Building 52, Room E-23. Please allow 2 week for a decision to be made about your request. If you have any questions, please email the BAEC Coordinator.

Criteria for approval of travel funds:

1. Funds must be used for academic and/or professional development.
2. Funds must be used to travel to events or programs outside of San Luis Obispo.
3. Use of funds must be related to Cal Poly.
4. You must be a current Cal Poly student and registered in classes when submitting a request.
5. Funds can be used to pay for registration, travel, or lodging.
6. Funds will be considered on a first come, first served basis. Once travel funds are depleted, no more request will be accepted.