

IMPACT AAPI

Academic Conference & Travel Funds Proposal Form

Before the event, please print and complete this application. Turn the completed form in to the Project Director 15 working days before the event, along with a copy of the flyer, brochure, or web pages that shows conference fees, location, and hotel costs.

FOR OFFICE USE ONLY

This proposal is:

☐ **approved**☐ **not approved**

by IMPACT AAPI

Approval date:

APPLICANT

Name: _____ Today's Date: _____

Title/Role with grant: _____

Division: _____ Check your Status: ☐ Full-time FacultyDepartment: _____ ☐ Part-time FacultyWork Phone: _____ ☐ Classified StaffEmail: _____ ☐ TEA

ACTIVITY

Title of Proposed Activity: _____

Activity Date(s), Begins on: _____ Ends on: _____

Are you presenting at this activity? ☐ Yes ☐ No Activity Location: _____

Description of proposed activity: _____

GOAL(S) OF ACTIVITY

How does your proposed activity relate to your work for the grant project or assist you in working more effectively with AAPI or other underrepresented students at De Anza College?

How will you apply what you learn? (New or revised curriculum, delivery method, materials, etc.)

ESTIMATED COSTS & REIMBURSEMENT

Provide estimated costs for the following: Conference fee: _____ Lodging: _____ Airfare: _____

Are you also seeking funds from the Staff Development Office? ☐ Yes ☐ No

To be reimbursed for expenses, submit the following to the Project Director no later than 30 days after the activity date:

- the completed **trip voucher** (available at <http://deanza.edu/impact-aapi/reimbursement.html>)
- **original receipts** made out to the attendee for reimbursable expenses
- **proof of payment** for those receipts that do not specify how payment was made (e.g. credit card statement)
- a 1-2 page **written summary** of the activity and how you will apply what you learned

I have read and understood the above reimbursement procedures and policies.

Signature of Applicant: _____ Date: _____


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Initiatives to Maximize Positive academic Achievement and Cultural Thriving
 Focusing on Asian American and Pacific Islander students at De Anza College