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.

APPLICANT

Name: ______________________________________________________   Today's Date: _________________________

Title/Role with grant: ________________________________________________________________________________

Division: ____________________________________________________   Check your Status:

Department: _________________________________________________

Work Phone: _________________________________________________

Email: ______________________________________________________

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: _____________________

FOR OFFICE USE ONLY

This proposal is:

☐ approved
☐ not approved

by IMPACT AAPI

Full-time Faculty
Part-time Faculty
Classified Staff
TEA

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