

**KAPI‘OLANI COMMUNITY COLLEGE
INDIVIDUAL TRAVEL AND/OR TRAINING
FACULTY DEVELOPMENT FUND APPLICATION / VOUCHER**

Name: _____ Position Title: _____
 If lecturer or casual hire, number of credits taught at KCC (including the current semester): _____
 Dept.: _____ Office location: _____ Phone Ext.: _____ Email: _____

Activity: _____
 Location: _____ Date(s) of Activity: _____

Anticipated Benefits to Applicant’s Professional Development:

 Please attach additional page(s) if necessary.

Anticipated Benefits to the College:

 Please attach additional page(s) if necessary.

Has applicant previously received KCC Faculty /Staff Development funding? yes no
 If so, when? _____ For what activity? _____

Total Expenses:	Amount	
Registration Fee	\$ _____	
Air Fare (inter-island travel only)	\$ _____	
Per Diem (inter-island travel only)	\$ _____	
Other: _____	\$ _____	
Total	\$ _____	
Faculty Dev. Funds Requested	\$ _____	Applicant’s Signature _____ Date _____
		Supervisor/Dept. Chair Approval _____ Date _____

FACULTY DEVELOPMENT FUNDS APPROVED

Faculty Development Coordinator _____ Date _____	Amount Approved \$ _____
Vice Chancellor for Academic Affairs _____ Date _____	Authorized Account Code: _____

FACULTY DEVELOPMENT FUNDS DENIED

Reason for Denial: _____

 Faculty Development Coordinator _____ Date _____

(This approved Application/Voucher must be attached to Payment Requisition or Travel Request)

When submitting this form, please include:

- Form 410: UH Training Request, if campus travel document is not required
- 1 copy of the Conference/Training Announcement/Agenda justifying requested funds

Submit the forms and brochure copy to Martin Chong, Faculty Development Council Coordinator, by the deadlines indicated in the current Faculty Development Council Guidelines. Deadlines will be strictly observed.