

AVAILABLE FUNDING!

The Classified Travel Funds Request provides a way for classified employees to request professional development money for travel and conferences!



STEP 1

Explore a relevant conference aligned with your role and assess its potential impact on your professional growth. **Calculate the associated expenses**, including registration fees, travel costs, and accommodation requirements.



STEP 2

Complete the **Classified Travel Fund Request Form** to know if the desired conference can be funded.



You will be notified via email about the approval or denial of your request.



STEP 3

If funding is approved, please complete the **Travel and Conference Request Form**, which contains all related approvals, outside of funding.



Questions regarding completion of the Travel & Conference form should be directed to your department or to Joanna Benitez at ext. 6025.