



## PROCEDURE FOR REVIEW AND APPROVAL OF STAFF DEVELOPMENT FOR FUNDING AND REIMBURSEMENT

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Employee plans for training or activity (Refer to Travel Guidelines).	Complete Staff Development Proposal Form & submit to HR with supporting documents November 1 <sup>st</sup> – March 30 <sup>th</sup> .	HR and Staff Development Committee review & approve or decline requests.	Employees are provided Staff Development approval or declination.	Employee submits original request through Chrome River Travel Program.	Approved Pre-Approval through Chrome River is submitted to Board of Trustees for approval.	Employee completes approved training/ activity or seeks other funding if declined.	Obtain relevant signatures, & submit the Expense Report with itemized receipts through Chrome River Travel Program.

- STEP 1**  
Plan for your training or activity (more than 1 proposal can be submitted). Refer to the AVC website for travel guidelines.
- STEP 2**  
Fill out the Staff Development proposal form and submit it to Human Resources along with the following documents between November 1<sup>st</sup> - March 30<sup>th</sup>.
- 1) Documentation of costs for: transportation (air, shuttle, mileage and parking), housing (hotel), activity costs (conference registration and admission fees).
  - 2) Conference/Activity materials such as brochures or programs.
  - 3) If you are asking for reimbursement for them, an itinerary of activities not prescheduled, such as museum visits.
- STEP 3**  
HR and Staff Development Committee review and approve or decline requests.
- STEP 4**  
Employee is contacted with approval or declination from the Staff Development Committee.
- STEP 5**  
Employee or designee submits original trip request with Staff Development pre-approval through Chrome River Travel Program.
- STEP 6**  
Approved Chrome River travel request and Staff Development pre-approval is submitted to the Board of Trustees for approval via the Chrome River Travel Program.
- STEP 7**  
Employee completes approved training, or seeks other funding if declined. If the employee was not approved, it is because there were no more funds, or the proposed project did not fit the guidelines. The committee will attempt to point to other funding options, if possible.
- STEP 8**  
Within 30 days of completion of the project/activity the employee or designee submits the Expense Report in Chrome River Travel Program with itemized receipts for reimbursement.