H. COUNCILL TRENHOLM STATE COMMUNITY COLLEGE

PRIOR APPROVAL FOR TRAVEL

(handwritten left margin, vertical) *** NO RESPONSE STORY ***

I, Dr. Ken Scott
(Employee Name)

2 August 2016
(Date Submitted)

Instructor - Computer Information Systems
(Employee Title)

Request approval to travel for the purpose of: *(Explain in detail how this workshop/conference will benefit the College. Attach additional pages if necessary.)*

This event, League for Innovation in the Community College, STEMtech Conference, 6-9November2016, will expose the instructor to current trends, knowledge, and information regarding STEM outcomes that he can share with the CIS Dept.

Travel From: Montgomery, AL

Travel To: Philadelphia, PA

Dates of Travel: Beginning: 4 November 2016 (See attachment)   Ending: 13 November 2016

Estimated Cost:

Transportation
Miles	360	x $0.54	$ 194.40 — *Drive to Atlanta*
Airline Tickets			$ 240.00 — *Round-trip Delta Flight*
Per diem/or			
Room			$ 1,100.00
Meals			$ 250.00
Registration Fee			$ 750.00 — *By 7 October 2016*

In City Transportation
Taxi	
Car Rental	
Other	$ 80.00 — *Est. of Atlanta Airport Parking*

Total Expenses $ 2,614.40

Expenses will be paid from: ⦿ State Funds
                               ◯ Federal Funds   Charge to: _____
                                                            (account number)

Attach Professional Development Leave Request Form if applicable. Instructors: If you will be away from class, how will class be covered? *Labs, guest speakers-lectures and Team Projects.*

☐ I wish to claim in-service points for this activity. ~~scribble~~

Traveler's Signature: ~~signature~~   Date: *2 August 2016*

Approvals: Supervisor:_____   Date: _____

Department Dean:_____   Date: _____

Director of Restricted Programs: _____   Date: _____
                                 (if applicable)

Dean of Finance:_____   Date: _____

President:_____   Date: _____

*After your Department Dean has approved, please forward to the Business Office for processing.
After President approves, copies will be sent to Human Resources & Traveler. Original sent to Accounts Payable Clerk.*

(handwritten at bottom) Philadelphia Marriott Downtown 215-625-2900   confirm # 32GPDS6BØ

Dr. Ken Scott *KES*

Trip to Philadelphia, PA to participate in the League for Innovation in the Community College STEMtech Conference, 6-9 November 2016

Itinerary/Travel:
- Not requesting mileage, but equivalent for round-trip flight of:
- Delta ~ $240.00, Parking in Atlanta @~ $80.00, and mileage to Atlanta and return @ ~ $194.40
- Actual: Depart on the 4th of November and arrive on the 5th of November to Register for conference
- Participate and present during the 6th – 9th of November and Depart on the 9th and return on the 13th
- The evening of the 9th, will be with relatives in Washington, DC, and depart Washington on the 12th and return to Montgomery on the 13th of November
- The **equivalent** of the trip for a round trip flight is what is on the Prior Approval for Travel, which is depart on Delta for the 5th, returning on the 9th to Atlanta and driving back to Montgomery.
- ONLY charges on the travel form at those directly related to the Conference, as already noted.
  - Drive to Atlanta
  - Parking at Hartsfield Airport
  - Round trip ticket
  - Hotel
  - Meals for 5 – 9 November 2016
  - Registration
- I will use Personal Leave on the 4th and 10th of November which are the only days I will be away from duty and not as part of the Conference; Friday 11 November 2016 is Veteran's Day, which is a holiday.
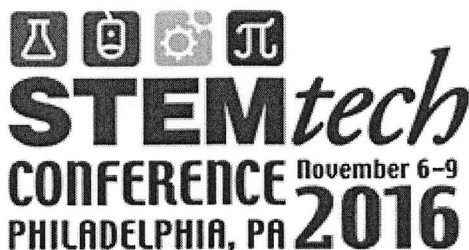
- check in 5th of ~~Sept~~ Nov
- check out 9th of ~~Sept~~ Nov

Dear Ken,

Congratulations! You have been selected to present at the 2016 STEM*tech* Conference. Please complete your presenter agreement form and thoroughly review other presenter information using the links provided below. You will receive an email with the date, time, and location of your session(s) by August 5.

In order to present at the conference, you are required to:

1. **Submit your Presenter Agreement Form**
2. **Register for STEM*tech* 2016**
3. **Pay conference registration fees**

Presenter Agreement Form

Please submit your Presenter Agreement Form **no later than August 12, 2016**. By submitting this form, you affirm your commitment to attend the conference, present your session(s), register for STEM*tech*, and pay for registration. Failure to meet this deadline will result in your session(s) being removed from the program.

Registration

All presenters must register for the conference and pay the registration fee. Those from League Alliance institutions receive a $50 discount. Neither honoraria nor expenses are provided to presenters.

When you register and pay by credit card, you will receive an email invoice that serves as your receipt. If you select the "Pay by Check" option, the email invoice can be forwarded to your college's business office for payment. You may also log onto our website with your username and password to access and/or pay open invoices in the My Account dropdown menu.

If you are a League Corporate Partner, please contact Chris Hennessey to register for the conference.

Lodging

The Philadelphia Marriott Downtown is currently accepting room <u>reservations</u> at a special discounted conference rate of $229 (excluding local fees and taxes) per night for STEM*tech* 2016 participants.

Please note: STEM*tech* 2016 conference participants must make lodging reservations directly with the Philadelphia Marriott Downtown. DO NOT BOOK A HOTEL ROOM with companies such as Convention Expo Travel or Convention Housing Services. These companies are IN NO WAY affiliated with STEM*tech* or the League for Innovation. The League is not responsible for reservations made with these companies.

Conference Schedule

For your reference, the <u>STEM*tech* Schedule</u> provides an overview of the conference activities.

If you have any questions, feel free to contact me.

Robin Piccirilli
Meeting Planner
League for Innovation in the Community College
<u>piccirilli@league.org</u>