

**SHAWNEE COMMUNITY COLLEGE**  
**Application for Attendance at Professional Meetings**

<b>APPLICANT(S) NAME:</b>							
<b>DATE(S) OF TRIP:</b>							
<b>NAME OF EVENT/DESTINATION:</b>							
<b>VALUE TO SCC AND/OR YOU AS A PROFESSIONAL:</b>							
<b>FUNDING SOURCE:</b>	___ INSTITUTIONAL ___ GRANT (Name of Grant):						
<b>ITEMIZED ESTIMATE OF COST:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Hotel:</td> <td style="width: 50%;">Mileage:</td> </tr> <tr> <td>Airfare/Travel:</td> <td>Registration Fee:</td> </tr> <tr> <td>Meals:</td> <td></td> </tr> </table>	Hotel:	Mileage:	Airfare/Travel:	Registration Fee:	Meals:	
Hotel:	Mileage:						
Airfare/Travel:	Registration Fee:						
Meals:							
<b>TOTAL: \$</b> _____							

**ROUTE OF ACTION:**

1. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Division Chairperson/  
 Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Authorized for Partnership for College and Career Success/Perkins funding? \_\_\_Yes \_\_\_No  
 By: \_\_\_\_\_  
 PCCS/Perkins Director
4. Vice-President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_