Global Education
FY20 Travel Funding Request

The College’s Global Integration goal involves many different initiatives, people, and departments on campus. For some people, this means attending a conference where they learn how to infuse global content into a domestic classroom. Others may wish to learn more about education systems to better relate to students from other countries, and some others may wish to attend workshops to develop their intercultural communication skills. There are countless reasons to engage in global education!

The Global Education Center at WCTC has funding that can be used to support the College’s Global Integration efforts specifically through the types of events and activities outlined below. This is a competitive process; not all applications will be funded. Please note: If chosen to receive funds, all activities will have to be approved by the WCTC administration and all international travel must also receive WCTC District Board approval.

The deadline for priority consideration is November 1, 2019. Applications received after this date will be considered on a rolling basis as funding is available. Travel must take place between July 1, 2019 and June 30, 2020. Please select the option for which you are applying below.

- Community Colleges for International Development (CCID) Annual Conference, February
  - Applicants will be chosen to receive funds to cover conference attendance and related travel expenses up to $2,000.00 based on available funding.
- Conferences/workshops/meetings
  - Examples: AAC&U, ICCI, NASBITE, WAIE, NAFSA, MIIIE, etc.
  - Proposals to attend conferences/events for the purpose of internationalization of curriculum do not need to indicate a cost share.
  - Proposals that are not specifically focused on internationalization of curriculum must agree to a 50/50 cost share. An applicant can seek 50% sponsorship from their VP if the department does not have enough professional development money available.
- Partnership development/relationship management activities
  - Example: meeting with a partner school abroad to develop collaborative projects and activities.
  - Travel in this category would likely relate to an existing or planned WCTC initiative with the identified partner institution.

Process
1. Complete this form and all necessary signatures for approval.
2. Attach supporting documentation
   a. Completed WCTC travel request form with signatures
   b. Itinerary/agenda for the meeting or event
3. Attach responses to the following
   a. Why are you interested in participating in this experience and what goals have you set for yourself?
   b. How will participation influence or enhance your current job responsibilities?
   c. How will you share your experience upon your return to WCTC?
   d. What are the projected outcomes of participating in this experience for WCTC? Specifically, how does your participation in this event impact student learning, critical life skills, strategic goals, etc.?
   e. Are you presenting or facilitating any portion of the meeting/event/activity?
4. Scan and email complete application with all signatures to global@wctc.edu.
5. A review of all applications will be conducted by a small group of WCTC employees (faculty and staff) to evaluate the applications, discuss alignment with WCTC goals, and determine who will receive funding.
6. The Global Education Center will notify applicants of decision and will transfer funds if application is selected. After this is completed, the applicant should follow normally departmental travel procedures to include: travel request form, registration for the event, travel bookings, expense reports, etc. Global Education only provides the funding for the event. It does not make any travel arrangements.
7. Applicant should follow normal departmental travel approval procedures. If necessary, applicant will work with the Global Education Center to request WCTC District Board approval.
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Name: ___________________________________________ ID: __________________________

Department: _______________________________________________________________________

Event:_________________________________________ Dates of Event: ______________________

Total amount requested from Global Education funds: _______________________________________

Total amount covered by the applicant’s department (if applicable): __________________________

If funded, I agree to participate in WCTC’s Global Showcase following my conference or event as outlined in this proposal. The Global Showcase is an open house event that highlights how WCTC’s global activities have impacted students, employees, and the community. Global Showcases are held on the second Tuesday in April and September each year.

Applicant signature: ____________________________ Date: ________________________

Approvals

Please review the applicant’s request and determine whether or not your department would support this individual attending the event either through the cost share identified, or time away from his/her normal job duties. Any flex time usage/accrual, missed classes for faculty, or other time away should be discussed and arranged between the applicant and their supervisor. Please provide the accounting information where the funds should be transferred if the applicant is approved.

_________ / ______ / __________ / _______ (travel expenses)
Fund  Org  Account  Prog

_________ / ______ / __________ / _______ (registration expenses)
Fund  Org  Account  Prog

Department Supervisor: ____________________________ Date: ________________________

Vice President: _____________________________________ Date: ________________________

Completed applications should be scanned and sent to global@wctc.edu for review.