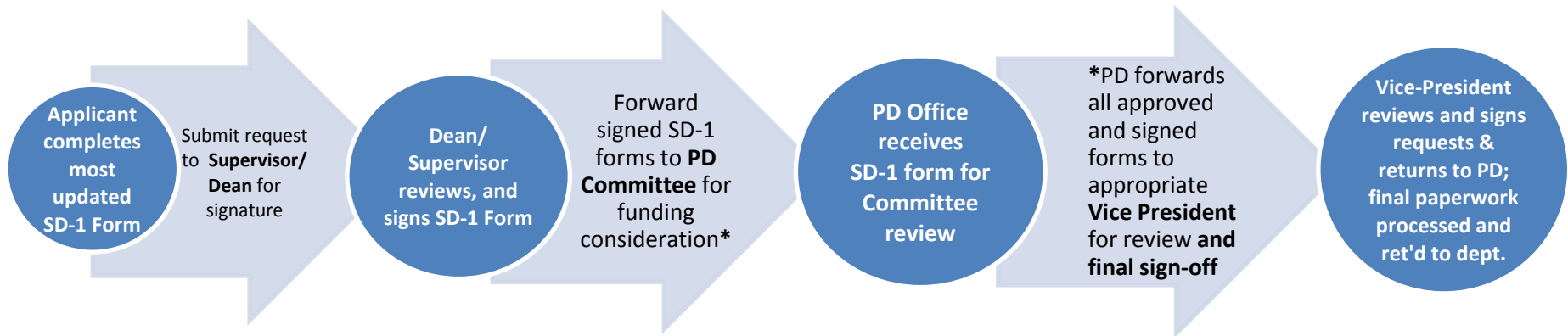




Simple Steps to Processing PD Funded Travel/ Conference Request – 2018-2019

Step 1	Step 2	Step 3	Step 4
Applicant	Dean/Supervisor	Professional Development	Vice-President

(Submit by 12:00 pm Thursday prior to meeting)



Applicant is advised not to make travel arrangements until the Vice-President has approved travel/conference request.

For additional information contact:

Professional Development Committee

Email: sbvcprof@valleycollege.edu