



International Project Procedures

If your project is approved for funding, you will need to follow all of the procedures below in order for us to reimburse you (*no pre-payment of expenses allowed*):

- **Travel and Conference Form.** If you are traveling out of state or out of the country, you will need to have your Travel and Conference form signed by your Division Dean (or supervisor), the Dean of Instruction, the President, the Vice Chancellor of Workforce Development & Educational Services, and the Chancellor. You must then submit the form to the CITD office to get the appropriate budget number and the CITD Director's signature. Please be sure to attach all pertinent backup documentation, e.g., agenda, flyer, brochure, invitation, etc. **All out-of-country travel is subject to Grant Monitor and SCCCD Board approval**; all approvals must be obtained at least 30 days prior to departure; therefore, please submit your T&C form promptly and allow sufficient time for processing. **NOTE:** *If your out-of-country travel is supported by federal funds, your flight must be on a United States carrier as defined in the "Fly America Act", and flight information (airline, destination, flight number) is required at least 30 days prior to departure.*
- **Airfare.** For the grant to cover airfare, you must work through *The Travel Shoppe* (447-5767), the District-approved vendor, and tell them you are from State Center Community College District. They can price your airfare, but they cannot cut the airline tickets until your Travel and Conference form has been approved and signed.
- **Approved T&C.** Once your approved Travel and Conference form, with all appropriate signatures, has been returned to you, send a photocopy to Purchasing at the District Office, then contact *The Travel Shoppe* so they can book your ticket.
- **Prepaid Registration.** If you are attending a conference, your registration may be prepaid by purchase order. Submit a copy of your signed Travel and Conference form, along with your completed conference registration form, to our office and we will generate a requisition to cover your registration fees.
- **Lodging.** If your project includes separate lodging costs, you will need to make those arrangements yourself. Be sure to save your receipts.

The grant requires you to do the following after you return:

- **Completed T&C.** After you travel, submit your completed Travel and Conference form with the appropriate documentation to Accounting – Center for International Trade Development, 390 W. Fir Ave., Ste. 303, Clovis, CA 93611. This form and all receipts must be turned in within two weeks of your return. Remember, reimbursement requires **original** receipts! Please note that failure to follow any of these procedures may result in reduction and/or loss of funding.
- **2 Weeks.** Within two weeks of your return, submit a 1-2 page report to the CITD Director. This report should outline 10 things you learned and/or accomplished, and how you will integrate your experiences into the classroom.
- **6 Months.** Within six months of your return, make a presentation to your colleagues or to a community group. Because presentations are a requirement, report the date and activity to the CITD Director. Write and submit a success story to the CITD Director.
- **1 Year.** Within 1 year of your return, submit name of course module and curriculum for all courses that were internationalized as a result of your experiences.

Center for International Trade Development

390 W. Fir Ave., Bldg B, Ste. 303, Clovis, CA 93611

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