

All travel associated with Pitt Community College must follow the [College Travel Policies](#), including allowable costs of hotel, travel arrangements, meal reimbursements, etc. All Title III funded travel must be reasonable and necessary to move the College toward achieving the goals and objectives of this program.

Further, all use of grant funds for travel must supplement current travel resources and not be used to replace existing funds or travel opportunities. All travel associated with this grant must be approved in advance by the Title III Grant Director. As such, the [Travel Request Form](#) must be submitted two months prior to travel to the Title III Office. This will allow adequate time for approval from the Program Director. No reservations should be obtained without approval from the Title III Office. Title III funds may not be used to purchase alcoholic beverages or entertainment 34 CFR 200.423.

Upon return from travel, the [Travel Reimbursement](#) must be submitted to the Title III Office within **15 days**.

Upon completion of your professional development, the [Professional Development Post-Travel Report Form](#) must be submitted to the Title III Office within of **15 days** of the professional development event.

Additionally, a post-travel workshop will be required of all individuals traveling using Title III funds. The workshop should be scheduled through the Office of Teaching and Learning at an appropriate venue and occur within 90 days of travel. If travel occurs during the summer months, the workshop must occur within 60 days of the first date of the fall semester.

This workshop should follow one of the two formats:

Option 1: Discussion/Presentation

- 1) Purpose of travel
- 2) Summary of conference/workshop. This should include a list of the most valuable three to five items learned while attending the conference/workshop.
- 3) Overview of how the conference/workshop contributes to the Title III objectives.
- 4) How the information/skills gained through attendance at the conference/workshop will be utilized to create positive change and strengthen Pitt Community College.
- 5) Discussion on how the information or strategies gained through the conference/workshop can be applied in various settings or disciplines.
- 6) If applicable, an overview of follow-up or next steps that should occur on campus as a direct result of the travel.

Option 2: Interactive Workshop/Activity/Presentation

- 1) Background that informs others of the Professional Development travel the idea came from.
- 2) Workshop/Activity/Presentation Objective
- 3) Interactive Activity
- 4) Wrap-up: how the idea can be applied to the classroom

Failure to properly follow the travel policies and procedures may result in an individual no longer being eligible for further travel funding.