



TRAVEL PROPOSAL EXAMPLE

American College Personnel Association (ACPA)

Las Vegas, NV

March 4-7, 2013

About the Conference:

American College Personnel Association (ACPA), headquartered in Washington, D.C. at the National Center for Higher Education, is the leading comprehensive student affairs association that advances student affairs and engages students for a lifetime of learning and discovery.

ACPA, founded in 1924 by May L. Cheney, has nearly 7,500 members representing 1,200 private and public institutions from across the U.S. and around the world. ACPA members include graduate and undergraduate students enrolled in student affairs/higher education administration programs, faculty, and student affairs educators, from entry level to senior student affairs officers, and organizations and companies that are engaged in the campus marketplace.

The co-located 2013 annual convention is an extraordinary opportunity for our members to examine the role that college and university leaders play in:

- advancing student learning and wellness
- cultivating critical discourse
- integrating intersectional approaches to identity
- transforming higher education

ACPA 2013 Convention registrants have unrestricted access to hundreds of educational sessions, discounted rates at our convention hotels, and unlimited networking opportunities with colleagues from around the world.

Purpose of Trip:

As members of the Kelly ECC Leadership Team, it is critical that Jessica Hunnicutt and Ammara Kimso are provided with opportunities to further their knowledge on issues concerning campus climate, college access, educational quality in higher education and social justice. In addition they will benefit greatly from networking with peers and colleagues from other institutions of higher education. They will be able to dialogue on issues impacting professional and career opportunities as well as learn best practices in their day-to-day work.

Travel Schedule

Depart: Sunday, March 4, 2013

Return: Thursday, March 7, 2013

Cost:

Conference Registration: **\$750**

Flight: **\$333**

Planet Hollywood Hotel: $\$169.00 \times 4 =$ **\$676**

Seattle Ground Transportation to/from Airport: **\$120**

Las Vegas Ground Transportation to/from Airport: **\$50**

Meals Per Diem:

Sunday: \$71

Monday: \$71

Tuesday: \$71

Wednesday: \$71

Thursday: \$71

Total Per Diem: \$355

Total Estimated Cost: \$2,284