

Professional Development Requests Instructions:

1. Complete form.
 - 1) Attach copy of conference details as necessary.
 - 2) Employee, Supervisor, and responsible senior staff member sign .
 - 3) Employee submits form to Senior Financial Management Officer who will present the request at the next senior staff meeting.
 - 4) Senior staff reviews and makes decision on conference.
 - 5) Notification and completed form returned as follows: original to Accounting, copy to supervisor, copy to employee.
 - 6) Employee or supervisor requests check payable to conference for the attached registration form.
 - 7) The employee may complete further application process and travel arrangements for the conference.