

PROFESSIONAL DEVELOPMENT REQUEST FY ____ Request Date: _____

Name: _____ Position/ Department: _____

Conference Name: _____ Location: _____

Conference Date: Start Date: _____ End Date: _____ # Days: _____ National () Regional ()

Professional Development _____ Specific Training _____ Presenting _____

Required for my job: Yes () No () If yes, then please explain:

Brief Description of conference (also attach appropriate detailed description):

Why is this important to my position:

COSTS:

Request from Professional Development Pool (01-57210-60.42)

Registration Fee & required materials \$ _____
(or estimate, where exact amount not yet available)

Request from Departmental Budget (01-57250-) Dept # _____

Est. Mileage _____ Cost @ \$.40 per mile _____ or College Car (see travel policy)
Airfare _____ Taxi/Bus _____ Parking/Tolls _____
Hotel _____ Meals _____ Other _____

Total Cost: \$ _____

Employee: _____ Supervisor: _____
(Signature) (Signature)

Departmental Senior Staff Approval: Yes () No () Date: _____ Signature _____

Senior Staff Meeting Approval: Yes () No () Date: _____ Signature _____

If not approved, reason: _____

Final results copy to employee: Date: _____ Approval _____

(Copies: Original to Accounting, copy to supervisor, copy to employee.)

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.