



PROFESSIONAL DEVELOPMENT ADVANCE FUNDING

Staff, Support, and Professional Unit

I _____ am requesting advance funding for a Professional Development activity. I understand that if I fail to attend or complete the activity that I am solely responsible for returning all funds in a timely manner to the Academy. Within 14 days of completion of the activity I will provide receipts and supporting documentation to the treasurer of the Staff, Support and Professional Unit.

Signature _____

Date _____