



PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM

Staff, Support, and Professional Unit

APPLICANT INFORMATION										
Last Name		First		M.I.						
Phone		E-mail Address								
Amount Requested max per member) (\$1000		Advanced Funding	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount:					
Date(s) Attending		Request Number	1 st <input type="checkbox"/>	2 nd <input type="checkbox"/>	3 rd <input type="checkbox"/>	4 th <input type="checkbox"/>				
Activity Funded										
Applicant's Signature								Date		
SUPERVISORS ENDORSEMENT (IF ACTIVITY IS DURING NORMAL WORKING HOURS)										
Recommendation	Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>								
Supporting comments										
Supervisor's Signature								Date		
COMMITTEE ACTION										
<i>Minimum of two signatures and approvals</i>										
Signature		Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>	Date						
Signature		Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>	Date						
Signature		Approval <input type="checkbox"/>	Disapproval <input type="checkbox"/>	Date						
Comments										

Pc: Director of Human Resources (with supporting documentation)
 Applicant's Supervisor

Instructions

1. Review current guidelines for Professional Development funds.
2. Fill out the form completely.
3. Provide supporting documentation.
 - a. Receipts
 - b. Travel Voucher (if money for travel is requested)
 - c. Completion certificate, grades or proof of attendance
4. For advanced funding please provide;
 - a. An estimate of your travel expenses
 - b. Supporting documentation for costs of tuition
 - c. Upon completion of activity you will need to provide documentation under #2
5. Checks are issued on the 8th, 18th, and 28th of each month.
6. Provided the appropriate documentation is provided the approval process should only take a couple of days. Due to check issue dates, the entire process could take as long as two weeks.
7. Submit the application to any one of the Professional Development Committee members.