REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

Please complete the following information. The format of the request is for a meeting / workshop, but may be used other types of professional development opportunities. Please note that funds must be spent in the fiscal year that they are requested.

YOUR NAME:

TODAYS DATE:

REASON FOR REQUEST:

DATE(S) FUNDS WILL BE SPENT:

ANTICIPATED TOTAL COSTS:

Specific costs:

AMOUNT OF COST SHARE:

SOURCE OF COST SHARE:

BRIEF JUSTIFICATION:

Date received in Dean’s Office:

Total Funds Allocated:

Date faculty notified of decision: