



PROFESSIONAL DEVELOPMENT COMMITTEE

STAFF TUITION/PERSONAL REQUEST FOR FUNDING

DIRECTIONS: [Print or type]

- 1. \$300.00 MAXIMUM per semester for an individual employee
2. Complete the Request Form [Sections 1 OR 2 plus 3]
3. Obtain REQUIRED signatures
4. Prepare a Purchase Order [PO] and/or Travel Request [leave the amount & fund coding block blank]
5. Submit the ORIGINAL request to the Human Resources Dept.
6. Attach other related materials. [i.e. brochure, copy travel form, waiver, etc.]
7. INCOMPLETE FORMS WILL BE RETURNED TO SENDER [May delay funding]

NAME: DATE:

SSN: TOTAL AMOUNT REQUESTED

CHECK ONE: CONFERENCE/SEMINAR COLLEGE TUITION/EXPENSES
[Complete SECTION 1 & 3] [Complete SECTION 2 & 3]

SECTION 1 CONFERENCE/SEMINAR Information

Conference Name:

Date(s):

Location:

BUDGET: Travel: Lodging:

Meals: Registration Fee:

Other:

