**STAFF REQUEST FOR AWARD FOR PROFESSIONAL DEVELOPMENT FUNDS**

**MAXIMUM $500 FOR FISCAL YEAR**

For activities between July 1st and December 31st, please submit prior to the activity, but no later than November 1st

For activities between January 1st and June 30th, please submit prior to the activity, but no later than May 1st

Staff member’s supervisor should email this form to Jenny Prey along with his or her approval

FROM:

DATE:

ACTIVITY: \_\_\_\_\_ Conference (presenting)

 \_\_\_\_\_ Conference (attending)

 \_\_\_\_\_ Special Training

 \_\_\_\_\_ Other

NAME OF EVENT / SPONSORING ORGANIZATION:

WEB LINK TO EVENT/ORGANIZATION:

LOCATION: DATES:

YOUR SPECIFIC ROLE(S) / TITLE OF PRESENTATION:

HOW ACTIVITY RELATES TO YOUR PROFESSIONAL DEVELOPMENT AND SCPS: (use separate sheet if necessary)

PROJECTED EXPENSES:

 Transportation (ground) \_\_\_\_\_\_\_\_

 (air) \_\_\_\_\_\_\_\_\_

  Lodging ($\_\_\_\_ per night for \_\_\_ nights) \_\_\_\_\_\_\_\_\_

Food ($\_\_\_\_ per day for \_\_\_\_ days) \_\_\_\_\_\_\_\_\_

   Food excludes alcohol and any meal other than your own

 Registration Fee \_\_\_\_\_\_\_\_\_

 Other Expenses \_\_\_\_\_\_\_\_\_

 Total \_\_\_\_\_\_\_\_\_\_

If your request is approved, you are required to submit for reimbursement within 45 days of incurring the expenses but no later than the end of the fiscal year.