



Professional Development Request Form

Name: _____ Title: _____

Department: _____ PeopleSoft ID: _____

What type of Professional Development is this? _____
(ie: conference, training class, certification, professional organizational membership, etc.)

Name of training: _____

Date(s): _____

Location: _____

Company/Group sponsoring the training: _____

Will you be earning certification/licensing? Yes No

Have you received SDC funds for Professional Development in the last fiscal year? Yes No

Is your department willing to cover all or part of the costs related to this training/event? Yes No

Estimated Expenses:

\$ _____	Registration	\$ _____	Incidentals
\$ _____	Airfare	\$ _____	Per Diem
\$ _____	Hotel	\$ _____	Other
\$ _____	Transportation	(_____)	

\$ _____ **Grand Total (\$400 Limit from SDC)**

Please include below (or attach) a detailed description of your development opportunity. Be sure to explain its purpose and benefit to you in your current position so that we can better understand what the opportunity is and how it will benefit the Bauer College of Business.

As part of the agreement of your accepting these funds, please be prepared to complete an evaluation about your experience upon your return.

Staff Signature

Date

The employee has discussed this training with me, and I support him/her in taking the training.

Supervisor's Signature

Date

(For SDC use only) SDC Approval _____