

## Professional Development Funding Requests, 2018-19/ 4Cs Bargaining Unit

# Conferences / Workshops / Seminars /Other Activity INSTRUCTIONS

### APPLICATION PROCESS

#### A. [PDFORMgeneral.pdf](#)

*This form is required for all requests for reimbursement from the Committee.*

1. Please download the form and open using Adobe Acrobat Pro DC so that your answers may be entered directly onto the form.
2. Answer each question on the form.
3. IF your professional development activity involves travel, you are required to file a "Travel Authorization" request form (TA). See item #B, below.
4. If required to complete a Travel Authorization request form, the funding amount requested on the TA must match the funding requested here.
5. **Attach documentation:**  
Document both the activity and its estimated costs, including program information, registration fees, anticipated lodging, travel and meals costs, if applicable. Documentation might include brochures, screen shots of online conference schedules and registration forms, payment confirmations, etc.

#### B. [Travel-Authorization19.pdf](#)

*This form is required for conferences and other travel-related professional development activities.*

1. Itemize all anticipated expenditures. Be sure to include all appropriate expenses (e.g. hotel taxes, estimated mileage costs, parking, gratuities—which can include 15% based on your meal cost request). If you are booking airfare, the Business Office may be able to help with booking.
2. Calculate the total and round to the nearest dollar. Record this total on the Professional Development Application (item #A.1. in these instructions) as your total funding request.

#### C. Signatures

1. Sign your Travel Authorization request form (if one is required, see item A.(3.) above).
2. If you are not a faculty member, obtain your department head's signature on the TA form.
3. Request your dean's signature on the required forms: the Professional Development Application (all applicants) and the TA form.

#### D. Submission

1. After obtaining supervisory and/or dean approval, send the original, hard-copy, *signed* forms and all attachments and documentation to the chair of the Professional Development & Sabbatical Leave Committee, keeping back-up copies for your records.
2. Email a scanned copy of the *entire application packet* to the chair of the Professional Development & Sabbatical Leave Committee.

**Please note: incomplete application packets and applications lacking the required signatures will not be reviewed by the Committee. They will be returned to the applicant without an award.**

