PROFESSIONAL DEVELOPMENT FUNDING REQUEST CHECKLIST

Please use this form to ensure that all funding application requirements have been met before signing and forwarding to the appropriate PD co-chair. In order that each Professional Development funding request may be acted upon expeditiously, all requested information must be included. Incomplete forms will be returned, which may result in delay or possibly non-action in time for the scheduled event.

Reminder:
Each funding request must be reviewed and approved by the appropriate PD chair at least 4 weeks before the event takes place.

To be reimbursed for travel expenses, applicants must submit the following to the Professional Development co-chair within 10 days of the date on which the activity occurred.

Please help the PD committee by completing this checklist, signing, and attaching it to the appropriate Professional Development fund request form. Also, complete the checklist, signing, and attaching it to appropriate the reimbursement for travel expenses form.

☐ Professional Development fund request form

Applicant Status:  ☐ Full-Time Faculty
☐ Part-Time Faculty

Before the conference
☐ Completed District Travel Request form with Dept. Chair and Dean’s signatures (4 weeks prior the event)
☐ Completed Faculty Fund Request form with Dept. Chair and Dean’s signatures (4 weeks prior the event)
☐ Attach conference brochure reflecting date, time, place, purpose, and fee(s) Attach hotel name, address, and phone number
☐ Position/duties are covered
☐ What other sources of funds are available, and what percentage of costs will be covered by those funds? 

After the conference
☐ Completed District Travel Expense Claim Voucher form along with original receipts (10 days after the event)
☐ Submit a brief summary of what occurred at the event

Applicant Signature ___________________________ Date ________________

PD Chair Signature ___________________________ Date ________________