



I. Applicant and Conference Information: Please complete all fields and attach any relevant supporting materials with your application, such as an event flyer or conference website. If you are presenting at conference, please attach a summary or abstract of your presentation.

Employee: _____ **Job Title:** _____

Supervisor: _____ **Event:** _____

Event Location: _____ **Dates of Attendance:** _____

Anticipated Expenses

Registration Fee: \$ _____

Transportation: \$ _____

Lodging: \$ _____

Meals: \$ _____

Total Requested: \$ _____

- Please do not incur any expenses until after your application has been approved.
- Review the [Travel and Reimbursement Policy](#) to ensure your expenses are in compliance with University guidelines. Familiarity with these guidelines will help streamline the reimbursement process.

1. If you anticipate receiving other funds, please indicate the source and amount: \$ _____

2. Is this your first application for professional development support this fiscal year? Yes No

3. Please provide a brief explanation of why you wish to attend or complete this professional development activity:

4. If you are an active committee member for this conference/organization, please explain your role:

Applicant Signature: _____ **Date:** _____

II. Supervisor Approval

Please indicate the number of days of release time required for this activity: _____

Supervisor Signature: _____ **Date:** _____

III. HR Approval

HR Signature: _____ **Date:** _____

Amount Approved: \$ _____