

UNIVERSITY of WISCONSIN  
**GREEN BAY**

**UNIVERSITY STAFF PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**  
[one form per person per request!]

For committee review and consideration, **electronically submit** a completed, signed funding request form at least two weeks prior to the conference/workshop to: Jennifer Buhr at [buhri@uwgb.edu](mailto:buhri@uwgb.edu) and Jaime Miller at [millerja@uwgb.edu](mailto:millerja@uwgb.edu) member of the University Staff Professional Development Committee. Retroactive requests will not to be considered. Requests must be for the current budget year. Deadline for consideration is **May 1**. Required attachments include:

1. Conference/workshop brochure, agenda, itemized receipts when available
2. Rationale for attending

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_ Ext: \_\_\_\_\_

1. Event title: \_\_\_\_\_
2. Date(s) of event: \_\_\_\_\_
3. Location of event: \_\_\_\_\_
4. RATIONALE FOR ATTENDING:

- a. How does the proposed conference/workshop support the goal(s) of the department and/or your career?
- b. How does your attendance at this conference/workshop enhance and/or affect your ability to do your job?

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5. PROPOSED COSTS FOR ACTIVITY [itemized receipts must be submitted for reimbursement]:  
A maximum reimbursement of \$300 will be allowed per fiscal year per University Staff employee for covered costs. Funding is NOT contingent upon the department/unit contribution.

	Total Cost	Funding Request	Approval by USPDC
Registration Fee	\$	\$	\$ 
Transportation			
Lodging & Meals			
Total [For USPDC Use]			

Budget code: \_\_\_\_\_ Project \_\_\_\_\_

Budgetary Supervisor Signature: \_\_\_\_\_

