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: Teri Ternes at ternest@uwgb.edu, Chair, 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.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

5. **PROPOSED COSTS FOR ACTIVITY** [itemized receipts must be submitted for reimbursement]:
Reimbursement will be limited to 50% of the covered costs with a maximum reimbursement of $300. Funding is NOT contingent upon the department/unit contribution.

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<tr>
<th>Registration Fee</th>
<th>Total Cost</th>
<th>Funding Request</th>
<th>Approval by USPDC</th>
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Budget code: ____________________________ Project ________________

Budgetary Supervisor Signature: __________________________________________

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