

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: Barb Tomashek-Ditter at [tomasheb@uwgb.edu](mailto:tomasheb@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.

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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.

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

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

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

