

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: Sara Chaloupka at chaloups@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?

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: _____

