

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: Chris Cox at [coxc@uwgb.edu](mailto:coxc@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:
   1. How does the proposed conference/workshop support the goal(s) of the department and/or your career?
   2. 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:

9/2022.USPDC/sc