

***Staff Professional Development Fund Application
Academic Year 20/21***

PRINT NAME: _____ **DATE:** _____

PLEASE CHECK ONE: This is a **first** or **revised** application for AY20/21

Instructions: Full time staff in the College of Arts & Sciences are eligible for up to \$250 of development funds per fiscal year (July 1 – June 30). Part time staff is also eligible, but on is pro-rated based on FTE. There is no additional deadline, and approved requests can be paid once submitted through ProcureSU. Funds may be requested for professional development opportunities such as workshops, membership fees, and/or books and materials. **Receipts for all expenses must be submitted to the Academic Program Manager by June 30th through ProcureSU.** Only the actual expense up to the maximum allowed will be reimbursed. Any remaining funds will revert to the Professional Development Fund.

Please use the space below to provide details of the nature of your request, such as the name, dates and location of any workshops, memberships, books and materials you are requesting reimbursement for. Application must be approved by your supervisor and submitted to the Academic Program Manager prior to submission in ProcureSU.

Signatures:

Staff Member: _____ **Department:** _____

Department Chair / Supervisor: _____