

PROFESSIONAL DEVELOPMENT  
FUNDING REQUEST FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**REQUEST**

**Description of Request: (Please indicate the purpose of travel- conference, workshop, etc., the dates of listed event(s) and attach documentation of the event(s) to this form).**

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**I am...**

- Presenting  
 Attending  
 Other: \_\_\_\_\_

**Please check the boxes and fill out additional information that will correspond to your trip.**

- Airfare**  
Departure Date: \_\_\_ / \_\_\_ / \_\_\_ Airport: \_\_\_\_\_ Return Date: \_\_\_ / \_\_\_ / \_\_\_ Airport: \_\_\_\_\_
- Hotel**  
Preferred Hotel: \_\_\_\_\_  
Check-In Date: \_\_\_ / \_\_\_ / \_\_\_ Check Out Date: \_\_\_ / \_\_\_ / \_\_\_
- Transportation Needed:** \_\_\_\_\_
- Meals Needed:** \_\_\_\_\_

**Have you applied for any other external funding? If so, please explain.** \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**APPROVAL** (For Office Use Only)

- Airfare:** \_\_\_\_\_
- Hotel:** \_\_\_\_\_
- Transportation Needed:** \_\_\_\_\_
- Meals Needed:** \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_