**Professional Development Approval Form**

|  |  |  |
| --- | --- | --- |
| **Date:** |       |  |
|  |  |
| **Requested by:** |       |
|  |  |
| **Date(s) of Travel:** |       |
|  |  |
| **Destination:** |       |
|  |  |
| **Purpose of Travel:** |       |
|  |  |
|  |
| **To be completed by traveler** |
|  | **Description** | **Estimated Charges** |  |
|  | Registration |       |  |
|  | Airfare |       |  |
|  | Lodging |       |  |
|  | Personal Vehicle |       |  |
|  | Ground Transportation |       |  |
|  | Meals |       |  |
|  | Miscellaneous Expenses |       |  |
|  | **Total Estimated Expenses** |       |  |
|  |
|  |
| **To be completed by Team Manager/Director** |
|  |  |  |  |  |
|  | **[ ]**  | **All Expenses Allowed** |  |  |
|  | **[ ]**  | **Limited to:** |       |  |
|  |
| **Signature Approvals:** |
|  |  |  |  |  |
| **Team Manager** |  |  | **Director** |  |  |
|  |  |
| **Funding will be out of employees major departmental unless noted as:**  |
|  |
|  |
| **Please forward to: upon completion.** |
|  |
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