**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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