



PROFESSIONAL ENRICHMENT ACTIVITIES REQUEST FORM

Name of Requester _____

Title/Position _____

Requester's percent of appointment _____

FACULTY ACADEMIC STAFF CLASSIFIED

Email _____

Campus Phone _____

Date of Request _____

Date(s) Funds will be Expended _____

Department _____

Division _____

Supervisor/Department Chair _____

The purpose of these funds is to support professional enrichment activities that are not currently supported by existing Professional Development Program (PDP) funding. These funds are provided in addition to university allocated PDP to provide support up to the amount allocated by centralized support. Eligible expense includes on site research, materials for exhibitions, publication costs, library fees, research costs or supplies, etc. (Please see the Professional Development Fund guidelines approved 9/10/2012 for policy details on expenditures that are *not* covered by this request form.) Please see the additional guidelines for awarding of professional enrichment funds.

Please provide (or attach) a brief description below of how the Supplemental Funds will be used:

Amount Requested from Professional Enrichment Funds \$ _____

Total Cost of Proposal \$ _____

Amount from other funding sources (if applicable) \$ _____

Not applicable

Specify Source(s) _____

Signature of Employee _____

Date _____

SECTION B-APPROVAL/SIGNATURES =====

___ Approved ___ Denied

Department Chair/Supervisor _____

Date _____

___ Approved ___ Denied

Dean (or designee) _____

Date _____

Notes/Comments:

INSTRUCTIONS: (1) Requester— fill in applicable information in SECTION A, then forward form to department chair/supervisor for approval and signature. (2) Department Chair/Supervisor – review and approve/deny in SECTION B then forward to division head (or designee). (3) Division Head (or designee)—review and approve/deny request in SECTION B. Release funding and distribute copies as below.