

Application for Professional Development Funding

Summary of General Information:

1. Requests must be submitted to the Academic Affairs Office for funding considerations from the current academic year ending May 31. Summer events are funded from budget monies of the next school year.
2. A combination of factors will be considered to approve a request including the participant involvement, impact on program, previous sponsorship received, etc. Pending available funds, faculty members who are presenting or have a leadership role in a particular meeting or conference and whose participation enhances their position at UD will have access to funds. In all other cases, the Faculty Development Committee will be consulted regarding approval for funding.
3. Limited funds are available each year and up to \$800 per year per faculty member is available from this fund.
4. You will be notified via email whether or not your request has been approved.
5. Within 15 days upon return from the event, you are required to complete and submit an Expense Report to Academic Affairs. Original, itemized receipts must be attached to your Expense Report to receive reimbursement.

Press Tab to move from field to field on this form.

Person Applying:			
Department:			
Amount Requesting:	\$	Date of Event:	
Title of Event:		Sponsored By:	
Location of Event:			
Type of Event: (conference, workshop, retreat, etc)			
Describe Your Involvement:			

Describe how this event relates to your department and professional development:

Provide a detailed listing of the expenditures for which reimbursement is being considered.	Description/Name of Expense	Amount
	Conference Fees:	\$
	Name of Hotel:	\$
	Travel Mileage: miles X current IRS Rate of (\$0.535. Go to MapQuest to get mileage with UD as starting and ending point.)	\$
	Meals:	\$
	Additional Expenses: (please list)	\$
		\$
		\$

Is there any additional information that might help the VPAA and/or Professional Development Committee decide how to allocate resources?

Recommendation of Committee: (if needed)	\$		
Approved by VPAA:		Date:	Amount Approved: \$

Notes from VPAA:
