



# Application for Faculty Exceptional Professional Development (PD) Funds

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## EXCEPTIONAL PROFESSIONAL DEVELOPMENT (PD) FUNDS APPLICATION

Faculty have access to a maximum of \$1,500 of Exceptional PD Funds for Summer term 2023 through Spring term 2024. Employees may access Exceptional PD Funds after allocating/spending \$1,000 of their Regular PD Funds.

After April 1, 2024 if funds from the Exceptional PD pool have not been used up, employees may access up to an additional \$1,500 as Uncommitted PD Funds.

Have you utilized at least \$1,000 of your Regular PD Funds? \_\_\_\_\_

**Total Amount Requested of Exceptional PD Funds: \$** \_\_\_\_\_

**Total Amount Requested of Uncommitted PD Funds: \$** \_\_\_\_\_

### College Credit Card Request:

Pre-authorization to use a College credit card for PD funds must be granted by HR *prior* to its use.

Employee to attach activity/event description and/or agenda and proof of pricing for each item that the College card would be used for.

**Requested Amount for College Credit Card: \$** \_\_\_\_\_

### Reimbursement Request:

Employee to attach a completed Request for Payment (RFP) form or Travel Voucher (whichever is applicable), receipts, activity/event description and/or agenda (if applicable), and enter requested amount below.

**Requested Amount for Reimbursement: \$** \_\_\_\_\_

### Date and Purpose of Activity:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_