



Professional Development Travel Request Form

Professional Development is an important aspect in the career of every faculty and staff member in CALS. Extension Administration annually makes support funds available to support the professional career development through attendance or training for specific educational experiences or materials or professional meetings/events.

To request professional development [PD] funds, Extension faculty should submit this form to the appropriate Program Leader with Unit Head approval through pattiB. a minimum of 30 days prior to the conference/meeting or purchase of materials. Assistants in Extension may also be eligible provided they can contribute matching funds.

Date:

Name, Unit:

Email:

Professional Development
Opportunity:

Dates of Activity:

Location
of Activity:

Estimated cost[s]:

PD Funds Requested: [\$]
Max: \$1000 per fiscal year

Source of additional funds
not covered by PD funds:

Details, including benefits
gained for individual and/or
CALs Cooperative Extension

Unit Head Signature [required]: _____

The relevant Program Leader, working in consultation with the Director of Extension and the Extension Administrative Team, is the line of authority for approval for professional development funds.