



# Faculty Professional Development Request Form Fall Cycle, 2011-2012

The purpose of this form is to inform the VPAA's office of your *intention* to spend your allocation of \$600 for professional development in the Fall term. This form should be submitted to the VPAA's office no later than 1 December 2011.

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

Department: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

Purpose(s) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Item(s):** These are items that would be purchased from particular vendors (equipment, supplies, books, etc.)

(1) \_\_\_\_\_ \$ \_\_\_\_\_ (4) \_\_\_\_\_ \$ \_\_\_\_\_

(2) \_\_\_\_\_ \$ \_\_\_\_\_ (5) \_\_\_\_\_ \$ \_\_\_\_\_

(3) \_\_\_\_\_ \$ \_\_\_\_\_ (6) \_\_\_\_\_ \$ \_\_\_\_\_

**Professional Travel:**

• Name of Conference/Meeting: \_\_\_\_\_

• Dates: \_\_\_\_\_ Airfare: \$ \_\_\_\_\_

• Hotel: \$ \_\_\_\_\_ Per Diem: \$ \_\_\_\_\_

• Other: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_

VPAA Approval Signature \_\_\_\_\_