**PROFESSIONAL DEVELOPMENT REQUEST**

**(Provost Office General Funds)**

 Persons requesting financial support from Vincennes University for professional development activities are to complete all applicable sections of this form. When completed, this form is to be submitted along with any additional requested paperwork for approval. The original copy of this completed form should then be forwarded to the Provost’s Office by the college/area initiating the request. **PLEASE NOTE THAT ALL PAPERWORK NECESSARY MUST BE COMPLETED BY YOU AND SUBMITTED TO THE PROVOST OFFICE. THE PROVOST OFFICE APPROVES AND MOVES THE PAPERWORK ON AND IS NOT RESPONSIBLE FOR COMPLETING ANY PAPERWORK WITH REGARD TO YOUR PROFESSIONAL DEVELOPMENT ARRANGEMENTS.**

**Please Check One: Workshop Conference Seminar Memberships**

**WORKSHOP/CONFERENCE/SEMINAR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DATES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **LOCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(A copy of the workshop/conference/seminar/membership materials must be attached)**

**Other** Please give a description of the Professional Development you are seeking

if it does not meet the definition of any of the above categories: **(Copies of materials relating to this request need to be attached.)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATIONALE**: Include a brief, **BUT SPECIFIC**, statement regarding how you expect this Workshop/Conference/Seminar will contribute to the job you are currently performing for your department, college, and the University at large.

Estimate of Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fund**   **Org**  **Account**  **(to be completed by the Provost’s Office)**

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

Applicant’s Printed Name

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

Applicant Signature Date

 Approved Disapproved $ Approved

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

College Dean or Direct Supervisor Date

 $ Approved

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

Provost Date