

**COLLEGE OF BUSINESS STAFF DEVELOPMENT
APPLICATION FORM**

*****Deadline to turn in application: June 29, 2018
For Travel Completed by May 31, 2019**

- **Funds are not available to pay tuition for course academic credit, books for an academic credit course, trips that are a component of an academic degree program, etc.**
- **A staff member may not apply for staff development funds during Provisional Period (first six months of employment in the College of Business).**
- **One \$2500 award per staff member. If any monies are leftover, it is possible that partial or full award will be given. ***Applications will be accepted after deadline depending on available funds.**
- **Please spell out complete conference, seminar or training title including acronyms. Also, please include link to conference website as well as attach a hard copy of the conference information, i.e., registration, dates, etc. If this information is not available at the time of applying for the conference, include link and/or hard copy to the conference information from previous year.**

Date Submitted

Date Staff Member Notified

Name:

Travel, Conference, Seminar or Training Dates:

Destination of Conference, Seminar or Training:

Presenting a Paper: Title

Conference, Seminar or Training Link:

Conference, Seminar or Training will enhance job functions. Give details:

Conference, Seminar or Training will enhance professional/career development. Give details:

How will this add value to the College of Business? Give details:

Comments:

Estimated Budget Information:

Air Fare \$ _____

Mileage \$ _____

Lodging/Number of Nights: \$ _____

Meals \$ _____

Miscellaneous Costs \$ _____

Registration Fee \$ _____

(If Delphi Seminar, please note that it is the discounted staff price and how much)

TOTAL: \$ _____

Employee Signature **Phone** **Date**

Supervisor Signature **Phone** **Date**

SDC:

Approval _____ **Denied** _____

Date _____

Comments:
