

**COLLEGE OF BUSINESS STAFF DEVELOPMENT
APPLICATION FORM**

*****Deadline to turn in application: June 24, 2016
For Travel Completed by June 2, 2017**

☛ 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).

*****Applications will be accepted after deadline depending on available funds.**

Date Submitted _____

Date Staff Member Notified _____

Name: _____

Travel Dates: _____

Destination and Conference/Seminar Name:

Presenting a Paper - Title:

Seminar/Conference will enhance job functions. Give details:

Seminar/Conference 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
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Supervisor Signature	Phone	Date
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SDC:

Approval _____ **Denied** _____

Date _____

Comments:
