

Center for Innovation & Creativity (CIC)

2010-2011 Fiscal Year - Professional Development Funding Request Form (PDFRF)

Today's Date: _____

(Please submit this form 3 wks prior to travel attached to the Professional Leave & Travel Request (PLT) form.)

General Information: (Please print requested information)	
Requester name:	
Department/Division:	
Supervisor:	
Phone:	
Conference/ Program Name:	
Address:	
City, State, Zip:	
How does this meet your Professional Development needs:	
How does this relate to EFC strategic goals:	
Destination :	
Depart date/time:	
Return date/time:	
Funds Needed: \$1000.00 Maximum	
Total funds needed:	\$
Other possible sources of funding (EDF or PEP): If request exceeds the \$1000.00 maximum	
Fund Account Number (Fund 11 ONLY Travel)	
Approval: (Signatures 1, 2, & 3 required prior to submission of this form)	
1. Employee Signature:	
2. Supervisor Approval Signature:	
3. VP Approval Signature:	
Professional Development Signature:	

- **Please attach to the Professional Leave & Travel Form (PLT) & submit to PD Office – C100-G.**
- **All completed & signed forms must be received at the same time for processing to begin.**