

Application for UCBA Staff Representative Council
Professional Development Funds

Staff Representative Council Professional Development Funds are graciously provided to the staff by the Dean's Office each year. These funds are set aside out of the Staff Representative Council's budget to help staff members attend conference/seminars/professional exams that will help them in advancing their professional skills.

When requesting these funds to help pay professional development activities please fill out the application below and wait for approval before moving forward. Registrations made by the staff member should always be made in accordance with all college rules, regulations, policies & procedures. Approval of professional development activities funded/ or partially funded by Staff Representative Council provides no exception to these rules, regulations, policy & procedures. Final approval will be determined by the Business Officer.

**Completing this application is not a guarantee of funding or approval of these activities until all signatures and approvals are obtained.
Form must be completed in its ENTIRETY or it will be returned.**

Today's Date: _____ Name: _____

Department: _____ Phone #: _____

Amount Requested: \$ _____ (Maximum award is \$250 per fiscal year)

Any remaining balance will be paid from what account (please include departmental account information):

Brief Description of Conference/Seminar/Professional Exams (include reason for attendance and the expected outcome):

Approval Guidelines:

1. Attach copies of registration forms and/or information regarding conference/seminar/professional exams.
2. Attach copy of approved Travel Authorization Form.
3. Conference/Seminar/ Professional exams Attendance must be approved by your Department Head (signature required below).
4. Form must then be submitted to the Staff Representative Council Treasurer for verification of funds availability (signature required below).
5. Form will then be forward by the Staff Representative Council Treasurer to the Business Office for approval.
6. Completed application (approved or not) will be submitted back to the Staff Representative Council Treasurer.
7. Staff Representative Council Treasurer will forward a scanned copy of application back to the staff member.
8. Staff member MUST include a copy of the approved application with his/her Request for Reimbursement (A113 form) to the Business Office; this will ensure that the approved funds are taken out of the Staff Representative Council's Budget.

