

PROFESSIONAL DEVELOPMENT FUNDING REQUEST

Wittenberg encourages full-time Administrative or Hourly Staff to participate in off-campus activities or programs that enhance skills, knowledge, and effectiveness. The University has a limited pool of dollars earmarked for Professional Development funding specific for job-related development and training opportunities to include workshops, seminars, conferences, individual courses, and other similar program opportunities offered off campus.

These funds are intended to supplement other funding sources such as funds that the department might provide or personal contributions that the staff member may make. Funds are awarded in accordance with predetermined guidelines and are available on a first-come, first-serve basis. Funds are limited to the annual approved budget amount.

Funding sources for professional development opportunities vary depending on the activity. Wittenberg sponsors some professional development and training on campus at no cost to the employing department whenever possible. For those professional development and training experiences that do require a fee, the following Professional Development funding resource is available for consideration based on approved annual budget:

- **Registration fees for approved job-related workshops, seminars, conferences, or other similar program opportunities**
 - Limited to a maximum of \$400 per staff member per year
 - Requests for multiple participants attending the same conference should be submitted by the department head at the same time
- **Expenses related to job-related classes or coursework**
 - Available for courses not offered at Wittenberg
 - Limited to cost of tuition and associated fees
 - Satisfactory completion of approved class, coursework or program must be submitted for filing in Employee Personnel File
 - Limited to a maximum of two courses per year per staff member

PLEASE PRINT IF FILLING OUT MANUALLY

Name:

Date:

Job Title and Department:

1. Program/Conference/Course/Workshop Information. *(Please Attach Description or Program Brochure)*

Event name/Course title:

Location of event:

Date(s) of event/course:

2. Purpose of attending the event or course.

Certification

Skill Development

Further education

Networking

Other (please explain in detail)

3. Costs

Event -- Registration fee:

Course -- Tuition and fees (with specific related detail):

Amount of funding requested:

4. Signatures

Applicant Signature:

Date:

Print name and job title of Approver:

Signature for Approval:

Date:

HR USE ONLY:

HR Approval:

Amount:

Account Number:

Date: