



**PROFESSIONAL DEVELOPMENT
REQUEST FORM**

To:

From:

Date:

Brief Description of Training (attach all documentation):

Expected Outcome of Training (advantages for employee, program and/or College):

Date(s) of training:	
Location:	
Tuition:	
Fees:	
Text Books:	
Registration:	
Travel/Mileage (provide breakdown):	
Lodging:	
Per Diem:	
Other (describe type and amount):	
TOTAL COST:	

Approval Signature Vice President _____ **Date** _____

Approval Signature President (if over \$150) _____ **Date** _____

Submit Signed Form to VP of Finance –Kent Thygerson