

## Staff Professional Development Enhancement Application Form Academic Year 2018-2019

All receipts and applications are **due** to Maria Munoz in SH 210 by: **Friday, May 31, 2019**  
Staff are eligible for up to \$800 for professional development training as it pertains to their current LCOE position.

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### Please provide the following information:

- Details for the requested type of professional development (name of conference, location, dates, etc.)
- Explanation of how these expenditures will support or how they supported your professional development

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Director/Academic Resource Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once the form has been approved, please submit the approved application and documents to Maria Munoz, SH 210.*

### REMINDERS

- All expenses must be paid by the individual and then submitted for reimbursement.
- All Travel Reimbursements must be submitted within 45 days of traveling.
- Please tape all receipts that are smaller than an 8 ½ x11 size to a blank white piece of paper. Do not tape anything on the backside of the application.
- All receipts need to be original. **COPIES WILL NOT BE ACCEPTED.**
- If this was an online payment, please make sure your receipts have proof of payment with a credit card. For example – Payment Methods ...XXXX6789
- Attach a copy of the agenda, brochure or program of the conference you attended.
- For all travel types be sure to attach a copy of the Travel Authorization that was completed online via the FTS system.
- Submit a copy of the Professional Development Application signed by your Department Chair.
- Travel reimbursements will be processed through Tower Foundation.
- To ensure your travel will be reimbursed the application and a copy of the conference paper should be submitted prior to attending the conference.

**Please contact Maria Munoz for all questions regarding professional development.**