



**VSC-UP Professional Development
Funds Application**

Lyndon State College

1. **Applicant:** _____

2. **Title:** _____

3. **Department:** _____ **Date of Hire:** _____

4. **Proposed activity:**

5. **Location/date(s):**

6. **Please attach registration form and course description or brief description of activity. If this application is for reimbursement of funds already expended, also attach copies of invoices and receipts. If your application for professional development funds is approved, you will need to submit originals of invoices and receipts to the college business office with your reimbursement request.**

7. **Describe how the proposed activity will benefit your professional development and your college:**

8. Budget:

<u>Item</u>	<u>Cost</u>
(e.g., mileage, taxi fares, tolls, meals, etc.)	
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL:	\$ _____
Request from VSC-UP prof. development fund:	\$ _____
Other sources of funding that will be used:	
College professional development funds	\$ _____
Department	\$ _____
Personal	\$ _____
Other*	\$ _____

* (Please describe) _____

9. Please include any additional information regarding travel arrangements (i.e., car pooling, sharing accommodations, etc.)

10. Briefly describe previous professional development awards and other development opportunities that you have received within the past year:

Signature: _____ Date: _____

Supervisor Approval

I have reviewed this request with the applicant. The request is supported.

Comments:

Supervisor's signature: _____ Date: _____

Professional Development Committee Recommendation

Approved Approved as modified Denied Deferred

Comments:

President Decision

Approved Approved as modified Denied Deferred

Comments:

President's Signature: _____ Date: _____