

**Degree coursework
Conference attendance
Course related books and software
AFSCME Professional Development Funds
Application Form**

Important Notes - Please read carefully:

- Please be as accurate as possible and refer to the guidelines for the listing of non-allowable expenses which cannot be reimbursed through these funds.
- Do not attach receipts with this application.
- **Please note: The application must be signed by your supervisor and then forwarded to the Human Resources office by no later than 4:00 p.m. on the deadline date. Deadline dates are: February 15th, May 15th, August 15th and November 15th of each calendar year**

Supervisor's Name:

Supervisor's Signature:

Name:

Department: Phone Extension:

Home Address:

E-mail Address:

Employment Status: Part-Time Full-Time

Request for:

- Degree-related Course Conference attendance
 Course-related books Course-related software

Beginning Date Of Course/conference: Ending Date of Course/Conference:

Description:

How does the proposed request enhance your professional job/development? (150- 250 words)

Anticipated Cost:

Tuition/registration/conference fee:

Transportation costs: This includes any expense not related to airfare or mileage by car - for example: airport shuttle, taxi fee, tolls, etc.):

Hotel cost: Include tax in total can calculate the number of nights x total cost:

Mileage - transportation by car: Please calculate your mileage at \$0.50/mile:

Air fare:

Total Amount Requested:

Have you received funding in the prior or current fiscal year? Yes No