

Professional Development Training Request Form

Name of Person Submitting Form:

Date of Submittal: (M/d/yy)

Name of Training		Location (City, State, Site) of Training	
Course Title (if applicable):			
Link to training/conference website:			
Training Date(s) and Time(s):			
Name of Attendee (if different from person submitting the form):			
Are there other Attendees:		--- (click yes or no) if yes, is this a team training? --- (yes or no)	
Cost of Training		Prior Professional Development	
Training Activity Cost		Have you received RTRF Funding for Professional Development in the past? If so, please list dates	
Lodging (if any)		--- (yes or no) Dates:	
Transportation (if any)			
Per Diem (if any)			
Other Costs (if any)	_____		
Total Cost:			

What is the objective of the training activity?

How does the activity relate to the attendee's official duties and functions?

How will the activity increase grant capacity or support an existing grant?

What are the expected outcomes?

How will these outcomes support the attainment of goals set in the program/unit Student Success Pathway?

How will the results of this activity be shared?

I understand that should I receive funding for this training activity/professional development, I am required to submit a post-training travel report to the Chancellor via my Dean/VC.

Requester Signature: _____

Recommend approval:

Department Chair/Unit Head: _____

Program Administrator: _____