

PROFESSIONAL DEVELOPMENT AND TRAVEL REQUEST FORM

Procedures:

1. Fill out this form.
 2. Fill out a Travel Authorization (TA) form.
 3. Fill out a Departmental Leave Approval form.
 4. Take and include a screenshot of conference schedule with your participation or a screenshot of your acceptance email.
 5. Obtain supervisor and/or department head signatures for all forms.
 Note: If your supervisor and department head are the same person, they will sign all forms.
 Do not acquire the dean's signature for any forms.
 6. Create a PDF of all filled out and signed forms and evidence of acceptance/participation.
 7. Email the PDF proposal to the chair of the Research and Development Committee.
- Note: For online-only professional development, omit TA and Departmental Leave Approval forms.

NAME _____ DATE _____

MEETING YOU WISH TO ATTEND, LOCATION, AND DATES

TOTAL FUNDS REQUESTED \$ _____

JUSTIFICATION FOR ATTENDING AND BENEFIT TO THE COLLEGE OF CHARLESTON

LIST OTHER TRIPS IN THE PREVIOUS TWELVE MONTHS, FUNDING SOURCE, AND AMOUNT

SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE AND COMMENTS _____

R&DC Recommendation: Approved _____ Denied _____ Amount Recommended \$ _____

Dean of Libraries: Approved _____ Denied _____ Amount Approved \$ _____