

**CALUMET COLLEGE OF ST. JOSEPH**  
**Professional Development Request**

I request funds for the following professional development activity:

Activity \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

Registration Fee \_\_\_\_\_

Travel Private Auto (est. mileage) \_\_\_\_\_

Air Fare \_\_\_\_\_ Lodging \_\_\_\_\_

Car Rental \_\_\_\_\_ Meals \_\_\_\_\_

Total Amount Requested \_\_\_\_\_

Relevance to current position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other funded professional development activities this academic year \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

Request \_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Date

**NOTE:** This form is to be completed by the applicant and forwarded to the relevant supervisor. If approved by the supervisor and the president, a College purchase order should be attached. Final approval is granted when the purchase order is signed by a Senior Administrator.