

SUOAF/AFSCME PROFESSIONAL DEVELOPMENT

Please complete form and email to - [*justine.gamache@suoaf.org*](mailto:justine.gamache@suoaf.org)

***Kindly remember to attach any relevant supporting documents with your request when sending your email. HR needs proof of all expenses—this might be screenshots showing pricing from websites, or receipts that clearly outline the cost and the associated activity, event, or item.

Whenever possible, funding requests should be made 30 days prior to event.

SUOAF/AFSCME Professional Development
Application for Funding

Name:

Department:

Title:

Email:

Extension:

Amount requested:

Start date of event:

For what expenses will these funds be applied? (Please provide a budget breakdown here

Title and description of activity:

Describe how this training will support the University missions and/or improve your job performance:

Professional Development Committee Chairperson

Vice President of Personnel