|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Development Opportunity Request** | | | |
| Requests must be completed for professional development opportunities (conferences, workshops, seminars, study tours, etc.) which:   * are estimated to exceed $3,500; or * require international travel; or * is an on-going series [e.g. offered on-line for a certification]; or * requires an office absence of more than 7 work days.   Review the guidelines for Enrollment Management Professional Development Opportunity  This reference guide can be found on our Accounting website under Travel. [Quick Reference Guide for NDSU Employee Travel](https://www.ndsu.edu/accounting/travel/travel_reference_guide/)  Please review Policy 515: Travel-Employee [Policy 515](https://www.ndsu.edu/fileadmin/policy/515.pdf)  **After Request Approval**: Complete NDSU [Authorization for Out of State Travel](https://apps.ndsu.edu/busforms)  **\*Text space is limited. If more space is needed, continue on a separate sheet of paper and submit with this form.** | | | |
| Date of request: |  | | |
| **Requested by:** |  | **EmplID:** |  |
| **Department:** |  | **Supervisor:** |  |
| **Position/Title:** |  | **Phone:** |  |
| Program Title: |  | | |
| **Program Location:** |  | **Program Date(s):** |  |
| **Departure Date/Time:** |  | **Return Date/Time:** |  |
| Comments (please comment on any unique circumstances, i.e. personal time to be used before or after the program, etc.) | | | |
|  | | | |
| ***Expenditures are not authorized until all approvals have been received. Staff will be personally responsible for any expenditure made prior to receiving formal approval from the Vice Provost.*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Costs** | **Estimate** | **NDSU Contribution** | **Amount from other sources** | **Other sources (personal, grant, etc.)** |
| **Registration** |  |  |  |  |
| **Lodging (number of nights:**       **)** |  |  |  |  |
| **Meals** |  |  |  |  |
| **Transportation** |  |  |  |  |
| **Ground** |  |  |  |  |
| **Air** |  |  |  |  |
| **Other** |  |  |  |  |
| **Other expenses (list)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | **$ 0.00** | **$ 0.00** | **$ 0.00** |  |
| To update the results of the formula select the field to be updated, right-click the formula, then click Update Field. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What learning outcomes have you identified for yourself? | | | | | |
|  | | | | | |
| ***Professional Development Opportunity Request*** | | | | | |
| Specifically identify how you, Student Affairs and Enrollment Management, and NDSU will benefit from your participation? | | | | | |
|  | | | | | |
| How will you share what was gained/learned through participation? (i.e. presentation to Student Affairs Enrollment Management staff or other designated group) | | | | | |
|  | | | | | |
| If your request is for international travel, what can you gain from this experience that you cannot gain from a domestic opportunity? | | | | | |
|  | | | | | |
| If travel exceeds 7 work days, how will your essential job functions be covered during your absence? (to be determined through consultation with supervisor) | | | | | |
|  | | | | | |
| ***Please attach a copy of the program/workshop brochure*** | | | | | |
|  |  |  |  |  |  |
| **Employee Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved** | **Denied** |
| **Supervisor / Director:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Associate Vice Provost:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Vice Provost:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |