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| **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 OpportunityThis 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.) |
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| ***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.*** |

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| **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. |

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| 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:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |