



**PROFESSIONAL DEVELOPMENT AUTHORIZATION FORM**

\*\*Funds will be approved up to \$200 per individual in a fiscal year (July 1-June 30). Any seminars, courses, workshops, training etc. that occur in June must be submitted to the Staff Council Professional Development Committee (PDC) prior to May 15. For more information on policies and procedures of the disbursement of staff development funds, please visit: <http://www.clayton.edu/staff-council/Professional-Development-Committee>. *\*\*NOTE: Staff Council Professional Development Fund is limited and eligible awards are made on a first come, first serve basis. CSU staff members are not guaranteed an award or the annual maximum. Please send originals with supporting documentation to Budget and Finance, CSU East, Woodlands Hall:*

**Directions:**

1. Print form, complete form with training information, and obtain supervisor’s approval on this form.
2. Submit the completed form, an approved travel authorization form (if outside of CSU), check request (leaving department coding blank) or specify method of payment, and documentation to identify the job related program to Budget and Finance CSU East, Woodlands Hall. *\*\*NOTE: If a department is interested in using these funds, 1-5 employees may be awarded up to \$200, for departments sending 6 or more, the maximum that may be approved is \$100 per person.*

NAME: \_\_\_\_\_

Workshop/Training Course: \_\_\_\_\_

Course Date: \_\_\_\_\_ Course Time: \_\_\_\_\_ Registration Fee: \_\_\_\_\_

Description of Training Activity: \_\_\_\_\_

Is this course/conference/training activity offered on the CSU campus?  Yes  No

Supervisors must check campus training course offerings (through SkillSoft Training and CE) before approving the request of funds. Courses, workshops, and training classes submitted that are available on campus **will be** denied.

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, please state reason: \_\_\_\_\_

PROFESSIONAL DEVELOPMENT COMMITTEE USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied  Date: _____  _____ Professional Development Committee Signature	Available Funds	
	Amount Approved	
	Remaining Available Funds	