

PROFESSIONAL DEVELOPMENT/TRAVEL FORM

Application Form for Employees

Employee Name: _____				
Type: <input type="checkbox"/> Professional Development Course Work <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Professional Association Membership <input type="checkbox"/> Other: _____				
Event Title: _____				
Event Location: _____				
Event Date(s): _____			Travel Date(s): _____	
Describe how this activity will help your professional and personal development as well as how it will benefit your program, division, the College and MnSCU: 				
Itemized Cost:	Amount (\$):	Funding for Activity:	Amount (\$):	Authorized by (Initials) :
Registration:		Program/Department:		
Lodging:		MSCF Professional Development:		
Transportation:		Professional Development Funds:		
Parking:				
Meals:				
Other (specify):				
TOTAL				
Include with this form: <input checked="" type="checkbox"/> Copy of agenda, program or other supporting document <input checked="" type="checkbox"/> Faculty only - Leave of Absence Form				
I have read the criteria and guidelines for requesting funds for Professional Development, and agree to adhere to them in completion of this activity. I would be willing to share the results of my activity as requested. I consider this activity to provide development primarily (check all applicable): <input type="checkbox"/> Professional <input type="checkbox"/> Personal				

REQUIRED SIGNATURES:

Employee	Date
Supervisor	Date
Vice President of Division	Date
President (International Travel Only)	Date

****AFTER ALL REQUIRED SIGNATURES ARE OBTAINED, SUBMIT THIS FORM TO THE BUSINESS OFFICE****

*****Once approved, faculty and supervisor will be notified by the Business Office*****

PROFESSIONAL DEVELOPMENT FUNDS GUIDELINES

Minnesota State College Southeast promotes employee training and development by providing employees with the time and resources to facilitate their learning and professional growth.

WHAT IS COVERED?

Employee costs associated with professional development course work, professional association memberships, conferences and workshops. Travel, meals, books and/or other professional development materials may be covered; however, they are subject to the provisions of applicable contracts or plans.

WHO IS ELIGIBLE?

All employees are eligible.

WHO APPROVES THE REQUESTS?

The President's Cabinet will review applications and make recommendations. The President has final approval which is contingent upon the availability of funds. Applicants will be notified through campus email whether the request is approved or denied.

HOW MUCH IS AVAILABLE?

The amount available varies by fiscal year and is subject to change during the fiscal year, depending on the availability of funds and campus initiatives.

WHAT IS THE DEADLINE TO APPLY FOR FUNDS?

Applications for usage over the summer months may be turned in by June 1st. Requests for the academic year may be submitted once the fiscal year has begun (July 1st). Early submission for review preferred.

WHAT IS THE APPLICATION PROCESS?

The application process is a pre-approval process.

- STEP 1** Complete the application form, available on the Business Office Portal page
- STEP 2** Obtain approval and signature of your supervisor, VP of Division and President
- STEP 3** President's Cabinet will review and approve/deny requests
- STEP 4** Upon final approval of the request:
 - **Employee must register for the event, pay the fee(s), enroll in a course(s), etc.**
 - **Employee must submit an Employee Expense Report, along with all required documents to the Business Office found on the Business Office portal.**

WHAT IS THE AWARD SELECTION PROCESS?

During the fiscal year, awards will be distributed based on the number of qualifying application requests and available funds. Priority of fund allocation will be as follows:

- Fully completed applications received within the allowable submission timeline. Incomplete and late applications will not be considered for an award.
- Employee falls within one of the development fund applicable bargaining units.
- Activity or event is applicable to the professional development of employee and/or college, i.e. course work, association memberships, conferences, and workshops.
- Budget availability.
- Individual receiving an award must be employed with the college during the approved award period.