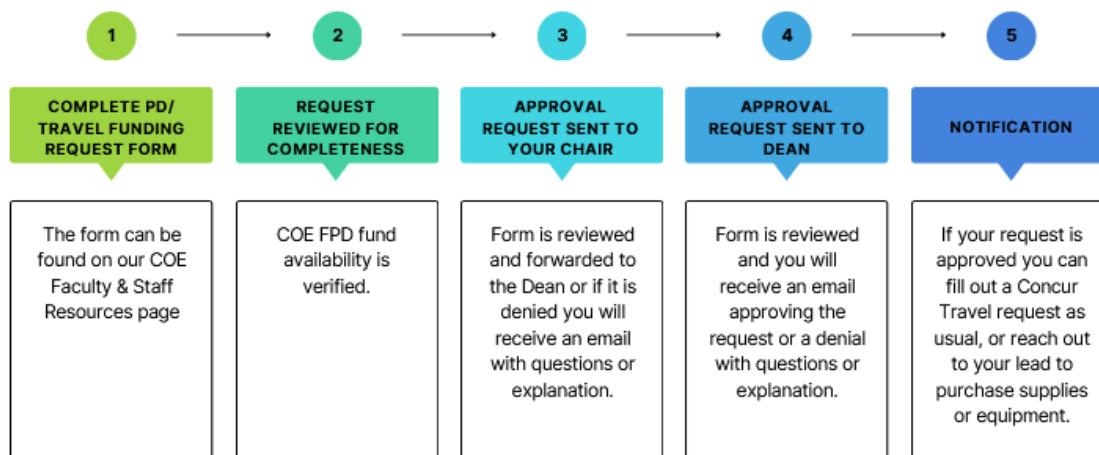


## Completing the Professional Development or Travel Funding Request Form



### Filling out the PD / Travel Funding Request Form:

1. Fill out your **name** and **email address**
2. Select your **Home Branch** and if you are currently FERPing. (FERP faculty are eligible for half (\$1250) awards.)
3. Selecting your **Funding Source(s)** and the amount of money you are requesting from the source(s). You may select more than one source, and please enter the funds from each source.
  - a. Note: All travel requests must be entered through this form, but COE funds are the only ones we are truly verifying and approving. The others, with few exceptions, are for tracking purposes only.
4. Select your **Funding Request Purpose** and the **Justification**.
  - a. If you are attending a conference as a Presenter and Attendees, just select Presenter.
  - b. If you are purchasing computers or handheld devices please select "Other" and list what you are requesting.
5. Click **Submit**.

### Once you are approved:

- For travel requests: Fill out your Concur Travel request and proceed as usual.
- For supplies and membership requests: Reach out to your lead as necessary to make purchases.
- For equipment requests: Work with your Lead and Binod to select approved equipment and make purchases.

### If you are denied:

- If your request is denied, you will receive feedback with a reason and any follow-up questions. Requests can be resubmitted.