

**COLLEGE OF ARTS AND SCIENCES
Professional Development Fund Request**

Name: _____ Date: _____

Department _____

Meeting, Conference, or Location: _____

Location: _____ Date: _____

Brief Description of Meeting, Conference, or Organization:

Budget

Transportation \$ _____

Registration: \$ _____

Lodging: \$ _____

Meals: \$ _____

Other: \$ _____

Total \$ _____

Less funds from other sources \$ _____

Total Request \$ _____

Faculty Signature Date

Chair Signature Date

Dean's Office Use Only: Award Amount: _____ Date

Please note final dates for submitting requests for funds:

Deadlines: Fall & Spring: 2nd Friday of September Summer: 2nd Friday of April

CAS Professional Development Funds

Priorities:

1. New faculty.
2. Faculty who have not been able to attend professional meetings on a regular basis.
3. Faculty who request to attend conferences or workshops that address one of our initiatives – effective teaching, integrating faith and learning, promoting scholarship – or a departmental initiative.
4. Faculty who were not funded from CAS last year.

Procedures for Request:

1. Complete the form on the next page, and have Department Chair sign.
2. Return to the Dean's Office by the following dates:

Fall and Spring – 2nd Friday in September
Summer – 2nd Friday in April

Procedures for Approved Requests:

1. You will receive a letter indicating whether or not your request has been funded.
2. To receive funds:
 - a. You may charge expenses to an ACU purchasing card. Send a copy of the bill and receipts to our office, and we will transfer the funds to the appropriate account.
 - b. You may pay the expenses, complete an expense report, forward it to our office, and we will add the budget number and see that you are reimbursed.
 - c. You may receive a partial advance for meals, etc., by forwarding the appropriate form to our office for a budget number.
3. Following your trip, please send a short evaluation telling how you benefited from the conference you attended.