



LARAMIE COUNTY COMMUNITY COLLEGE

Request for Professional Development Funds

Administrators Faculty Professional or Classified Staff

Persons receiving Professional Development Funds will be required to submit a written report to the President's Office on the objectives/goals and intended outcomes within 30 days after the event's occurrence for which the funds are approved.

Name of Event (Conference, Training, etc.) and Purpose:

Attach a description of the event, including name, dates, location, and list of session(s). Also include the names of participants and a detailed budget for the funds requested.

Table with columns: Requested By, Requested Amount. Rows include: Employee Name, Title, Department/Division, Date Submitted to President's Cabinet, Date Decision Needed by, Which LCCC Strategic Direction does this request support? (with URL).

Objectives/Goals:

Intended Outcomes:

Approved By: _____ Date: _____ (VP/Dean/Director)

Approved By: _____ Date: _____ (President's Cabinet)

Budget Account No.: In-State Travel... Out-of-State Travel... Registration...