



PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM

Please complete and submit this form to your Division's Administrative Assistant, who will verify available funds and send to your Division Chair for approval. The form must be submitted and approved by your division chair before making any transactions.

For Faculty Member

DIVISION _____ FT Faculty Lecturer Part-time Faculty

TYPE OF FUNDING: PD Funds Give Back Funds AMOUNT REQUESTING: _____

TYPE OF REQUEST (select all that apply):

- Registration
(attach event information and schedule)
- Membership/subscription
- Books or other resources
(attach a list of items and totals, incl. tax)
- IT equipment/software
(attach IT approval)
- Other: (please describe): _____
- Lodging (Number of nights: _____)
- Meals (Number of meals: _____)
- Personal vehicle mileage
- Transportation
(airfare, train ticket, car service)
- Other travel expenses (baggage fees)

IF YOU ARE ATTENDING A CONFERENCE/EVENT, PLEASE PROVIDE THE BELOW DETAILS:

Event name: _____ Destination: _____ Travel Dates: _____

Please describe your request in detail:

Please describe how your request supports your professional development as a faculty member at Highline College:

NAME: _____ SIGNATURE _____ Date: _____

For Division Administrative Assistant

Starting balance: _____ Balance remaining after request: _____

NAME: _____ SIGNATURE _____ Date: _____

For Division Chair

NAME: _____ SIGNATURE _____ Date: _____

TECHNOLOGY REQUESTS: Faculty requesting technology or software requests must first [submit an IT ticket requesting approval](#). The IT approval must be attached to the PD Request Form and the Expense Report in ctLink.