



Professional Development Funds Request Cover Letter

Reminder: Your own pre-paid fees/expenses are not guaranteed to be reimbursed until your Professional Development Funds request is fully approved.

Application Process:

1. Fill out application completely.
2. Obtain your supervisor's approval and signature on the application.
3. Submit the signed application with supporting documents to the Professional Development Committee Chair, Polly Sundeen, in SC #110B, 20 days prior to the conference/workshop.
 - a. Make sure that you include supporting documents, such as:
 - Conference Agenda
 - Registration fee information/confirmation
 - Hotel quote/reservation confirmation
 - Travel:
 - Airfare: Quote for the flight you plan to take
 - Driving to the conference or to the airport: Map showing roundtrip mileage from IVC to your destination.
 - Miscellaneous: estimates for items such as car rental, taxi/rideshare service(s), tolls, etc. Please make sure to collect itemized receipts for taxis, airport shuttles, etc. You will need these receipts for reimbursement.
4. The PD Chair will contact you, via email, within 5 business days upon receiving the request on the status of your application.
5. After your request has been reviewed, if approved you will be provided with amount approved and the necessary work tags so that you can complete your spend authorization. Provide your spend authorization number to Polly Sundeen and Nasser Khandan.
6. Upon your return from the conference/workshop, provide copies of all receipts to Polly Sundeen and Nasser Khandan with your expense report number.
7. At a Classified Senate meeting, you will be required to provide a brief summary of your conference/event.

Thank you for applying for Classified Senate Professional Development Funds!