



Application for Faculty Exceptional Professional Development (PD) Funds

Employee Name: _____

Date of Request: _____

EXCEPTIONAL PROFESSIONAL DEVELOPMENT (PD) FUNDS APPLICATION

Faculty have access to a maximum of \$1,500 of Exceptional PD Funds from July 1, 2024 to June 30, 2026. Employees must fully allocate/spend their Regular PD Funds prior to accessing Exceptional PD Funds.

After April 1, 2026, faculty who reached the \$1,500 limit on exceptional professional development funds may receive up to \$2,000 additional funding through uncommitted professional development funds.

Have you utilized the full balance(\$3,000) of your Regular PD Funds? _____

Total Amount Requested of Exceptional PD Funds: \$ _____

Total Amount Requested of Uncommitted PD Funds: \$ _____

College Credit Card Request:

Pre-authorization to use a College credit card for PD funds must be granted by HR *prior* to its use.

Employee to attach activity/event description and/or agenda and proof of pricing for each item that the College card would be used for.

Requested Amount for College Credit Card: \$ _____

Reimbursement Request:

Employee to attach a completed Request for Payment (RFP) form or Travel Voucher (whichever is applicable), receipts, activity/event description and/or agenda (if applicable), and enter requested amount below.

Requested Amount for Reimbursement: \$ _____

Date and Purpose of Activity:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____