

Staff Development Pool Funding & Travel Request Forms

If requesting funding for training in town, you are only required to fill out the **Request for Funding from the Staff Development Pool**.

If requesting funding for training out of town, you must fill out the **Request for Funding from the Staff Development Pool plus a Request for Travel form via Concur**.

Return completed forms to the current Chair of the Staff Development Committee. Please include a copy of the flyer or other information describing the training.

After you have finished your training, you will need to give a short presentation or written evaluation to the Staff Development Committee. We will contact you to set up a time or request your evaluation. If you have any **Questions?**

Email the chair committee at imuise@arch.tamu.edu

REQUEST FOR FUNDING FROM THE STAFF DEVELOPMENT POOL

Name: _____ Date of Request: _____
Dept/Center: _____ Job Title: _____
Brief Description of Job Duties: _____
Course/conference requested: _____
Location: _____
Date of Course: _____

Cost Breakdown:

Registration:	_____	
Hotel:	_____	(Allowable rate)
	_____	(Actual cost if different)
Transportation:	_____	(Air travel)
	_____	(Rent Car)
	_____	(Mileage)
Meals:	_____	
Other expenses:	_____	
Total funding requested from pool:	_____	
Total funding from other sources:	_____	(Department, College or self-funding)

Have you completed all training assigned by Human Resources (Ethics, EEO, Computer Security)? **YES / NO**

How long have you been employed by the College of Architecture? _____

If funded, you will be required to provide information on the training through an oral presentation or written evaluation to the Staff Development Committee.

It is to your advantage to document ways in which your training will benefit you, your department or center, and the college, as well as if and how you plan to pass your training on to others. Please be as specific as possible. Feel free to attach additional sheets if necessary.

Benefits to Individual:

Benefits to Department/Center:

Benefits to College:

If your training would be of benefit to others in the college, would you be willing to host a training session about what you learned within the college? **YES / NO**

If yes, please explain how you plan to accomplish this. If no, why not?

Have you researched alternatives to this training? **YES / NO**

Is this the only time and place that this training is offered? **YES / NO**

If so, please explain why you didn't choose these alternatives.

Signature of requestor: _____

Supervisor's signature of approval: _____

Requestor's Phone #: _____

You will be contacted as soon as possible with the date of the Staff Development Committee meeting at which your request will be reviewed. You will not need to attend the meeting, but **please plan to be available by phone at the time of the meeting** in case the committee has questions about your request. If the committee has questions and is unable to reach you, your request is likely to be delayed.

NOTE: Please attach a copy of the course pamphlet or conference notice. Each individual is responsible for his/her own registration. Submit travel request and registration form to the Business Office at least one month prior to registration due date in order to get payment processed in a timely manner. If you must cancel, please do so in time to receive a full refund in order to save our funding.