Staff Development Pool Funding Form

Eligibility to Request Funds

Staff must meet the following to be eligible to request funds from the College Staff development pool:

- Staff must be a full-time employee of the College of Architecture.
- Staff must have been employed for at least one calendar year by the College of Architecture.
- Staff must have completed their probationary period.
- Staff must have completed all required HR courses.

You will also need to **fill out a Concur travel request in addition to this form. This can be done after funding is approved and you can attach this form in Concur.**

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

If you have any **Questions** or need to **Submit** your request**?** Email the committee at staffdevelopment@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/Event requested: _____

Location: _____ Date of Event: _____

Is this a training course or a leadership opportunity? ☐Training   ☐Leadership

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? _____

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:

_____
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_____

If you are attending training that 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 ☐Not Applicable
If yes, please explain how you plan to accomplish this. If no or not applicable, why not?

_____
_____

Have you researched alternatives to this training? ☐YES ☐NO ☐Not Applicable
Is this the only time and place that this training is offered? ☐YES ☐NO
If no, please explain why you didn't choose these alternatives.

_____
_____
_____

Signature of requestor: _____

Supervisor's signature of approval: _____

Requestor's Phone #: _____

Requestor's Email: _____

You will be contacted as soon as possible with the decision of the Staff Development Committee. Please be available by phone or email for any questions from the committee 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.