

**PROFESSIONAL DEVELOPMENT REQUEST**

Name(s) of traveler: \_\_\_\_\_

**Development Opportunity Type:**

Conference       Training       Workshop       Other \_\_\_\_\_

Title of training/conference: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Registration deadline: \_\_\_\_\_

Location: \_\_\_\_\_

URL to access additional information: \_\_\_\_\_

**How will this activity advance the participant’s departmental work/role? What will participant learn?**

**Estimated Costs:**

Registration	
Airfare	
Personal Vehicle mileage (round-trip miles x 0.54)	
State Vehicle – rental for entire duration	
Shuttle, Taxi/Uber/Lyft	
Rental Vehicle	
Lodging	
Meals (\$55 per day)	
<b>Subtotal</b>	\$
Number of attendees	
(Multiply Subtotal by # of attendees) <b>Total</b>	\$