Please use a separate form for each request.

Special Services Request for Professional Development ONLY

Person Making Request:___________________________________**Campus/Dept.:**__________________________

{Requests for funds should be made 5 weeks prior to training}

Date Submitted: ______________________**Date of Training:** __________**Start/End Time**___________

Title/Topic: ____

Presenter: ____

Target/Audience: ____

Location of PD: ____

Total number of people attending training: _______________

Please list all staff attending: ____

____

____

Purpose/Reason for request: ____

____

____

If PD is out-of-state, please write the justification here:

When requesting funds, please breakdown the costs per person:

_________**Total Requested per person**
_________ **Total Requested for entire training** **Made payable to:** ______________________________

____
Requester Signature/Date

____
Supervisor Signature/Date

Signature of Approval:

____
Executive Director of Special Services

____
Date

Please note: You must turn in your request to your supervisor for approval before it is submitted to Ms. Valenzuela for approval. You must submit proof of all documentation for each person listed above if applicable (training flyer, hotel, event registration, transportation i.e. flights, mileage, meal per diem), and fill out the Travel Advance Request form and include with your request. For registrations, please include who the payment will be made payable to i.e. Region 18. Supervisors will then submit requests to Ms. Valenzuela for approval. Romi will email supervisor and requester once Ms. Valenzuela approves/declines the request. All requests must be turned in to your supervisor for approval **5 weeks** before date of training. Any requests made after are not guaranteed to be approved for travel.

01/02/23 cv