

# Professional Development Financial Request Form



Employee:

Supervisor:

## Activity Details

Conference / Class Name:

Organization / Institution:

Website:

Date(s): # of days to

Location:

Offering Frequency: Monthly Quarterly Semiannually Annually Other

Early Bird Discount:

Early Bird Deadline:

Does this qualify for Non-ND Tuition Reimbursement through HR? Yes No Unsure

<http://hr.nd.edu/nd-faculty-staff/forms-policies/non-notre-dame-tuition-reimbursement/>

## Activity Costs

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Air	77010	
Conference Fee (after discount)	77020	
Prof. Education	72551	
Entertainment - Meals	72451	
Entertainment - Beverages	72454	
Other Transportation	77030	
Hotel	77050	
Meals	77060	
Miscellaneous	77040	

**Expected Reimbursement**

**Estimated Total**

If you will earn Credits, Hours, or Certificates from this activity, please detail here:

**Justification:**