

# Staff Professional Development Travel Funding Request Form

College of Science  
UtahStateUniversity.

In an effort to encourage professional development for staff, the College of Science is offering to fund up to half of the associated costs which may be awarded every other fiscal year. Matching funds must be approved prior to applying. This award does not include post-doctoral staff who are encouraged to meet with their mentors for other development opportunities.

**Employee Name**

**Department**

**Conference/Meeting Title:**

**Location:**

**Date(s):**

**Explain how this award will benefit your department and your current position:**

Estimated Travel Costs	Matching Funds
Total Registration Cost: <input type="text"/>	Source(s) of Matching Funds: <input type="text"/>
Total Lodging Cost: <input type="text"/>	
Total Airfare Cost: <input type="text"/>	
Total Other Costs: <input type="text"/>	
Total Estimate: <input type="text"/>	
	Total Matching Amount: <input type="text"/>

After obtaining Department Head signature, please submit via email to the College Financial Officer:

[lauren.anderson@usu.edu](mailto:lauren.anderson@usu.edu)

Signature of Department Head

College of Science Use Only	
<input type="text"/>	Total Contribution Amount: <input type="text"/>
Signature of Financial Officer	Index: <input type="text"/>