

Funding Information

Once you have been approved for funding from the Staff Professional Development Program, the following will occur:

1. The approved money will be transferred to the index number that you supplied on your application.
2. You are responsible for following all standard travel or procurement policies and procedures
3. You are responsible for completing a Post Report within 30 days of completing the event. If you do not submit the Report, we will transfer the money back into the Professional Development Fund.
4. If you do not spend the authorized amount, please contact the Professional Development Committee so that any unused portion can be transferred back into the Staff Professional Development Fund.
5. Funds will be audited for compliance.

Questions should be directed to Budgeting.