

# Application for Staff Development Funds



Please submit this completed form to the library chairperson. You will be notified of approved and/or declined expenses. Cash advances are not an option. If you need registration, deposits, transportation, etc., paid in advance, indicate this below and send the appropriate completed registration forms to the library's administration office. Receipts for unanticipated expenses incurred during your staff development activity should be given to the library chairperson for consideration for reimbursement.

## Application for Staff Development Funds

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

How do you expect to benefit from this activity/event, and (if applicable) how do you plan on reporting this experience to library staff?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Location of Activity/Event: \_\_\_\_\_

The following items will need prepayment:

Registration \$ \_\_\_\_\_

Other Expenses \_\_\_\_\_ \$ \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

Additional Comments from Chair: \_\_\_\_\_

Date Approved: \_\_\_\_\_

*(If requesting additional funds for presentation expenses, please attach a description of the presentation.)*