



Nashua Community College

Pre-Approval Form for Professional Development Requests

This form must be submitted to Human Resources 2 MONTHS prior to your event. Pre-Approval is required BEFORE you can register or make reservations for the activity. If you do not receive prior approval, you will not be eligible for pre-payment and/or reimbursement.

Purpose of activity: (Please attach back-up information about your activity)

Activity date(s): \_\_\_\_\_

Estimated expenses:

Registration/fees: \_\_\_\_\_

Transportation: \_\_\_\_\_

Accommodations: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Required Signatures:

\_\_\_\_\_

Employee- Name (Please Print)

\_\_\_\_\_

Department Head/Supervisor

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Approved

Denied

\_\_\_\_\_

College President

\_\_\_\_\_

Date