



Pre-Approval Form for Professional Development Requests

This form must be submitted to the Human Resources Office 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 may not be eligible for pre-payment or reimbursement. **The Business Office CANNOT make payments until this form is completed and returned, with all appropriate signatures.**

Title/purpose of activity: _____ (attach back-up information about your activity)

Activity date(s): _____

Estimated expenses:

Registration fee: _____

Transportation: _____

Accommodations: _____

Meals: _____

Other: _____

TOTAL REQUESTED: _____

Required Signatures:

Employee- Name (Print) _____
Employee Signature _____
Date

Department Head/Supervisor(Print) _____
Supervisor Signature _____
Date

Divisional Supervisor(VP or BAO/CFO) _____
(Print) Divisional Supervisor Signature _____
Date

Department that will provide funds for this event: _____

☐ Approved

☐ Denied

College President

Date