

UNIVERSITY LIBRARIES PROFESSIONAL DEVELOPMENT LEAVE & FUNDS REQUEST FORM

NOTE: Consult attached Professional Development Procedure before filling out this form.

Section A: REQUEST FOR LEAVE

Name: _____ Dept: _____ U#: U_____ Application Date: _____

Status: ☐ Faculty ☐ Staff Leave Requested: ____ Hours ____ Days Depart. Date: _____ Return Date: _____

Event Description: _____ Location: _____

Relevance to job duties: _____

☐ No funds requested ☐ External funding (grants, etc.)

Section B: REQUEST FOR FUNDS

☐ Advance payment requested Registration deadline: _____

Fees (registration, etc. Late fees for missed deadlines are not covered.) Please specify: _____ \$_____

Transportation

Airline or train fare, round-trip, tourist (must attach original passenger receipt): \$_____

Parking Fees (Airport/hotel), Limo/Taxi, Subway, Metrorail, Tolls, Ferries, Shuttle (receipt required) \$_____

Rental Car (round trip; must attach original receipt): \$_____

Library Van (no mileage reimbursement): \$_____ N/A_____

Personal Automobile: round trip mileage (\$0.70 per mile) \$_____

☐ Single Shared: ☐ Driver ☐ Passenger (with whom: _____)

Total Transportation: \$_____

Lodging (see attached guidelines for rates)

☐ Advance payment requested

Day 1: \$_____ + tax \$_____ = \$_____ Day 2: \$_____ + tax \$_____ = \$_____

Day 3: \$_____ + tax \$_____ = \$_____ Day 4: \$_____ + tax \$_____ = \$_____

Day 5: \$_____ + tax \$_____ = \$_____ **Total Lodging (including tax):** \$_____

Meals (see attached guidelines for rates)

Departure Day (75% of CONUS rate): \$_____ Day 2: \$_____ Day 3: \$_____

Day 4: \$_____ Day 5: \$_____ Return Day (75% of CONUS rate): \$_____ **Total Meals:** \$_____

Expenses (Fees + Transportation + Lodging + Meals): \$_____

Less Honorarium Amount: \$_____

Total Expenses: \$_____

Total Amount Requested: \$_____

Section C: SIGNATURES FOR APPROVAL

Requestor Signature: _____ Supervisor Signature: _____

Supervisor Recommendation: _____

Committee Chair Signature: _____ Date: _____ **Amount Funded:** \$_____

Committee Comments: _____

Executive Director Signature: _____ Date: _____ **Action:** ☐ Approved ☐ Denied

Executive Director Comments: _____

PROFESSIONAL DEVELOPMENT GUIDELINES & PROCEDURE

GUIDELINES

- For insurance purposes, before an employee works off-campus, they must submit a **Professional Development Leave & Funds Request form**, and have it approved.
- No funds will be provided for travel within the city of Memphis, but registration fees for events held in Memphis are eligible for support.
- For reimbursement guidelines see the UofM Travel Rate Schedule: <https://www.memphis.edu/travel/schedule.php>
- Authorization for in-country (the contiguous 48 states and D.C.) travel must be approved by the Executive Director through the employee's supervisor.
- Authorization for travel to Alaska, Hawaii, or out-of-country travel must be approved by the UofM President.
- For more detailed guidelines and policy, see the UL Professional Development Policy (www.memphis.edu/libraries/about/policies/ul.professional.development.policy.pdf) and UofM Travel Policy BF4001 (www.policies.memphis.edu/UM1309.htm).

PROCEDURE

- 1) Pay close attention to time allowance. Employees are encouraged to submit requests for anticipated travel as early in the fiscal year as possible. **If prepayment for registration and other costs is expected, the request process must begin at least one month before the date of travel or event.**
- 2) Complete section A and B of the request form and **submit to your supervisor for their signature of approval** and comment of recommendation. If the Executive Director is your supervisor, submit the form to them.
- 3) **Attach necessary documentation to your form**, including: original receipts in hand, quotes or receipts for flights, and information about the conference and conference hotel or professional development session.
- 4) **The form should be submitted at this stage at least two weeks prior to travel or event.**
 - a. If funds are requested, submit the form to the Chair of the Faculty Professional Development (FDP) Committee (oversees the allocation of professional travel/development funds for faculty) or the Staff Professional Development (SDP) Committee (oversees the allocation of professional travel/development funds for staff). If requested funds are approved by the Chair of the FDP or SPD Committees, the Chair will route the form to the Administration Department for processing. The Chair will give a copy of the completed form to the applicant and retain a copy for committee records. Once submitted to Administration, if the Executive Director increases or decreases the approved amount, the Chair will be notified and then notify the applicant.
 - b. If external funding (grants, etc.) will be used, submit the form to the Administration Department for the Executive Director's approval and processing.
 - c. If no funds are requested, submit the form to the Administration Department for the Executive Director's approval and processing.
- 5) **To be reimbursed for approved travel, submit an expense report in Chrome River:**
<https://www.memphis.edu/travel/chromeriver.php>