

STAFF DEVELOPMENT FUND – INSTRUCTIONS

- 1.) Complete the Staff Development Fund form and have your supervisor sign for approval.
- 2.) Include seminar information with the staff development fund form.
- 3.) Send to the Human Resources Department for approval by mail, or email it to careers@colgate.edu.
- 4.) If funding is approved, a disbursement voucher will be completed by the Human Resources Department.
- 5.) The seminar information, Staff Development Fund request form and the Disbursement Voucher (if approved) will be returned to the employee with approval/denial details.
Note: payment can be made by using your corporate card, paying out of pocket and submitting a reimbursement through Concur, and/or by having the Accounting office submit the registration form on your behalf.
- 6.) Forward the disbursement voucher, the staff development fund form, and a copy of the seminar information to the Accounting and Control Office/Accounts Payable (accounting@colgate.edu) for appropriate action.
- 7.) It is the employee's responsibility to register for the seminar and make any necessary travel arrangements.
- 8.) It is the employee's responsibility to contact the Accounting and Control Office to clear an advance if necessary.

DIRECT QUESTIONS TO THE HUMAN RESOURCES DEPARTMENT EXT. 7411.

**COLGATE UNIVERSITY
STAFF DEVELOPMENT FUND REQUEST
FOR SUPPORT & TECHNICAL STAFF**

Complete the information below and send the form to the Human Resources Department by mail or email at careers@colgate.edu.

Name _____ **Date** _____

Position _____ **Dept.** _____

1. Describe the type of program/activity for which you are requesting funding, where it will take place and the specific date(s).

2. Describe the benefit of attending the requested program as it relates to your work and professional development (attach brochure/flyer if available).

3. Provide a list of expenses to be incurred (also include any other sources of funding you will utilize).

\$ _____ seminar \$ _____ parking \$ _____ lunch
\$ _____ mileage \$ _____ other (describe expense(s) below)

4. Total amount requested from staff development funds \$ _____
5. Employee's signature _____
6. I support this request and attendance at the proposed program. There are \$ _____ Departmental funds that can be used for this request.

Supervisor's signature

7. Approval – (Based on the funds available the Human Resources Department may authorize use of funds to support attendance at conferences, workshops or seminars that enhance the individual's job performance and/or contributions to the University. Other available sources of funding should be utilized first whenever possible.)

Funds approved _____ Not approved _____ Amount \$ _____

Human Resources Representative's signature _____
Date