

Checklist for submission of Fund Request for Classified Exempt Staff

**If you have any questions while filling out this form, please contact either the ACES
Treasurer or a member of the Professional Development Working Group
(Representative Contact Information is posted on Intranet)**

Directions:

1. In order to have a fully functional form, you must download it with Adobe Acrobat Pro. (see your IT department if you need help getting this software)
2. Click on the box at the top left indicating if this request is for Professional Development Funds or Educational Attainment Funds.
3. Fill out personal information.
4. Answer questions labeled 1 and 2.
5. Write a rationale for the event or class stating how it would contribute to your professional growth. Remember that the committee members do not know every job function and will take what you write in this section into consideration when determining the merit of your request.
6. Provide the name of the event or class that you wish to attend/enroll, the location, and dates. (For events please provide the dates of the event; for classes please provide the start and stop dates of the class)
7. Fill in the FUND, ORG, and PROGRAM for your department (you will be provided a specific fund code, if approved).
8. Provide the estimated total (rounded to the nearest dollar) for your request. (Attach supporting documentation for this estimated total – see “Documentation Requirements” below)
9. You can sign and date using the digital signature feature on Adobe Acrobat.
10. Supervisor writes a brief rationale to explain how this activity will be of value to the area of responsibility.
11. Supervisor can also sign this form with a digital signature or print and sign.
12. Forward original form, completed and signed with attached documentation, to the ACES Treasurer, c/o Exempt Professional Development Working Group.

Documentation Requirements for Professional Development Requests

Educational Attainment:

Must attach the following to the request form:

- Proof of registration with fees paid or due

Or

- Fee schedule per credit or per class from the institution and
- Class description including dates and meeting times.

Professional Development/Travel:

Must attach the following to the request form:

- Travel Authorization Request form (TAR) or printout of travel request from Concur – it can be signed or unsigned
- Conference/Workshop flyer or webpage detailing the dates of event, location, registration fee, conference hotel and cost. (If the information for the specific event has not been made public, please use the previous event information for registration fee and proof of event or contact via email the organization and attach a copy of the reply you receive detailing the information needed)