

STAFF DEVELOPMENT FUND REQUEST

For Classified and Professional Staff

STEP ONE: DEPARTMENT APPROVAL

(Employee should complete step one and submit to supervisor for approval. As noted on the form, only registration costs will be covered with a \$250 maximum each fiscal year. Requests will be reimbursed depending on funds available in the staff development account.)

Date _____

Attendee's Name _____ (____ Classified Staff ____ Professional Staff)

Department _____ Index to be Credited _____

Name of Seminar/Workshop _____

Location and Date _____ Registration Cost \$ _____
(Attach information, including cost)

Supervisor's Approval _____ Date _____
Signature

STEP TWO: SEMINAR/WORKSHOP EVALUATION

(Employee should complete section two after attending Seminar/Workshop and submit to Human Resources for reimbursement approval.)

If a certificate is issued, please attach a copy to be placed in the official personnel file.

- Was the subject matter presented relevant/valuable in your present position? _____
- Will the subject matter be of help to you in the future? _____
- Were the speakers knowledgeable and did they present it in an understandable manner? _____
- Based on other training/seminars you have attended, how would you rate this presentation? _____

GENERAL COMMENTS:

STEP THREE: REIMBURSEMENT APPROVAL

The above training has been approved for reimbursement in the amount of \$ _____.

Human Resources Approval _____ Date _____
Signature

**Return this form to Human Resources Office at hr@wou.edu.
Account will be reimbursed after this form is received.**