

**APPLYING FOR AND USING
PROFESSIONAL
DEVELOPMENT TRAVEL
FUNDS**

1. Discuss proposed travel with your department chair.

2. Consider how classes will be covered.

Canceling

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Covering

3. Decide whether or not this is the most important PD trip you could take this year (since it might be the only one).

4. Fill out the PD application and submit **by the announced deadline.**
Ensure that the application is complete:

- a. Conference information, including dates.
- b. Travel dates.
- c. Abstract of paper.
- d. Acceptance notification. (Approval may be given pending acceptance, but official notification of acceptance must be submitted before funding will be made available.
- e. Itemized cost estimates and justification.
- f. Official airfare quote from ZU Travel Office.
- g. Signature of department chair.
- h. Anything else asked for in the form or in the notification from the Dean's Office inviting applications.

5. If PD funding is approved, fill out the Business Travel form well in advance of your trip, since several signatures are required. Make sure you indicate how any classes missed will be covered during your absence.

6. Do not leave the country until you have received an email from the Provost's Office (usually Elizabeth Stanley) informing you that your travel request has been approved. It is a violation of ZU policy to leave the country during the semester without approval. In addition, travel taken without Provost's Office approval may not be reimbursed.

7. Go and attend the conference, give a wonderful paper, network with colleagues, make us all proud, and enjoy the city you are in.



8. Upon return,
complete the brief PD
report and submit to
the Dean's Office and
Faculty Affairs
(Elizabeth Stanley).

9. Submit the reimbursement claim form within two weeks of your return.

that is all . . .