



All Student Affairs employees must request to attend professional development events and any travel required for associated professional development events for UM business travel. Please submit this form to Marcia Davies, 208 Administration Building, marci.davies@umanitoba.ca

Please note that:

- Forms are to be submitted no later than six weeks prior to the event or travel dates
- Presenters, organizers and volunteers at conferences will be given special consideration
- Applicants who have not attended any conferences in the last three years may be given priority
- Availability of existing budget funds (i.e., departmental funds, UMFA PD funds, etc.)
- Professional obligations/duties to organizing committee and/or professional organization
- Relevance to job/work and contribution towards career development

SECTION 1: Applicant Information

Date: _____

Name: _____

Department: _____

Position Title: _____

Phone: _____ Email: _____

SECTION 2: Event Information

Participant Presenter Volunteer Organizer

Event Title: _____

Location: _____ Event Dates: _____

Dates Away from UM (includes travel days/weekends) : _____

Event Agenda Attached (please provide a printed agenda)



SECTION 3: Budget Estimate and Funding

Please use CAD currency.

Registration: \$ _____ Airfare: \$ _____ Taxi: \$ _____

Bag Fees: \$ _____ Seat Selection: \$ _____

Hotel rate with taxes: \$ _____ X _____ # of Nights Hotel Total: \$ _____

Meals (please specify): _____

NOTE: Do not include meals provided with the conference registration. \$ _____

Misc. (please explain): \$ _____

Estimated Total Cost of Attending: \$ _____

Additional Funds Available: \$ _____

Source of additional funds (i.e., Dept. funds; UMFA PD funds): _____

AMOUNT REQUESTED in CAD from SAPD Travel Fund (if any): \$ _____

SECTION 4: Benefits and Previous Professional Development

Describe the benefits of this PD opportunity to your personal/professional development:

Describe the benefits of this PD opportunity to your unit and Student Affairs more broadly:

List last three conferences and dates attended:

1) _____ Dates: _____

2) _____ Dates: _____

3) _____ Dates: _____

Signature of Applicant: _____



SECTION 5: Supervisor Comments

Outline the benefits of this PD opportunity for this individual and the unit. Indicate any adjustments/challenges in work schedules needed to accommodate the activity.

SECTION 6: Signatures

Supervisor: _____

Signature: _____ Date: _____

Comments: _____

Director/Executive Director/Registrar: _____

Signature: _____ Date: _____

Comments: _____

Vice-Provost (Students) Signature: _____ Date: _____

Comments: _____

Approved Not approved at this time