



STAFF PROFESSIONAL DEVELOPMENT FUND REQUEST REPORT

Employee Name: _____ EKU ID Number: _____

Employee's Department: _____ Contact Phone: _____

Budget Organizational Number: _____ SPDF Request Date: _____

Event/Activity Description

Event Title: _____ Event Date(s): _____

Attach a brief description of the impact of the development event/activity on your work at the University, including any supporting documentation of successful completion. Complete a revised budget below if needed. Submit copies of the travel expense voucher and receipts with your report.

Would you recommend this event/activity to others? Yes [] No [] _____

Additional Comments/Information:

Final Event/Activity Budget

[] Use original budget estimate provided with SPDF Request (expenses unchanged)

[] Use updated budget below (may not exceed original request)

Table with budget items: Registration/Speaker Fee, Travel, Lodging, Meals, Other, Total Budget, Matching Funds Source, Total Final Staff Development Fund Request.

Approvals

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Budget Unit Head _____ Date: _____

HR Use Only

Received HR Date: _____ SPDF # _____ Report Complete: Yes [] No []

Return completed application to the address listed below: Attention: Staff PDF THIS REPORT IS DUE WITHIN 30 DAYS OF EVENT/ACTIVITY COMPLETION

Human Resources Office CPO 24A, 521 Lancaster Avenue Richmond, Kentucky 40475-3102 PH (859) 622-5094 ° FAX: (859) 622-6667

Staff PDF Request Report Guidelines

Within thirty (30) calendar days of completion of the event for which Staff Professional Development Funds (PDF) have been approved, a brief report detailing the activity, benefits and final budget for the staff development activity must be submitted to the SDF committee via the committee coordinator using this form. **Attach a copy of the travel expense voucher and receipts to your report.**

This report is required for disbursement of the Staff PDF award and for future consideration of Staff PDF requests.

The approved award amount will then be transferred to the fund designated by the department via a non-mandatory transfer.

- If final expenses exceed the approved award, the amount in excess will not be covered by the Staff PDF.
- If final expenses are less than the approved award, the amount in excess will be retained by/refunded to the Staff PDF so that other staff may have the benefit of such staff professional development funds.

NOTE: If the event/activity included multiple staff attendees, one Staff PDF Request Report may be submitted. Leave the "Employee Name" and "EKU ID Number" fields blank and attach a participant list for the event.

MORE INFORMATION: Contact the Staff PDF Committee coordinator in Human Resources for additional information or assistance with completing this form.

www.hr.eku.edu/policy_and_procedure/staffpdf.php

