The College of Liberal Arts and Sciences values employee professional development opportunities both on campus (<https://cfo.asu.edu/cfo-training-development>) and off campus. As such, a limited amount of funds have been set aside to support your professional growth. All requests will be reviewed and considered by the Budget and Financial Services Team. Please note that due to budget limitations not all can be approved. Please submit the request to your supervisor/manager.

Employee Name:

Development Description:

Location:

Date(s):

Estimated cost: $

What does the estimated cost include (e.g. registration fee, materials, etc.):

Briefly describe how this opportunity will enhance your professional development goals:

Briefly describe the impact to your workload and how disruptions will be mitigated:

By submitted this employee professional development request and signing below, I understand and agree that if approved this does not grant me additional compensation above my regular compensation may I be salaried or hourly.

Employee signature Date

Supervisor approval Date