



Application for Professional Development Funding

NMSU-A Professional Development Sub-Committee

PD FORM 2: This form is to be used for funding requests of \$100 or less.

Before activity, please notify Sandy Dicks, Business Office 439.3602

Note: one form per opportunity/event

Name: _____ **Date of Application:** _____

E-mail: _____ **Office Phone #** _____

Name of Supervisor: _____

Supervisor is aware of your request: _____ Yes _____ No

Name and Dates of Opportunity:

ATTACH TO FORM: _____ ABSTRACT _____ INVITATION _____ AGENDA _____ OTHER AVAILABLE DOCUMENTATION

Opportunity/Event: _____ **Dates:** _____

Destination: _____

Explanation for Funds Requested:

This event is: _____ National _____ Regional _____ Recurring _____ Non-recurring/Unique

Total amount requested: \$ _____

_____ Travel _____ Lodging _____ Meals

_____ Registration Fees _____ Other (attach list)

