



Professional Development Conference/Training Justification Form

Please complete and submit at least <u>45 days</u> before the conference/training. Attach the conference overview (flyer, sessions offered, etc.). You may be asked to present on the conference/training topic. Please be advised that out-of-state conferences may not be approved. (Attach additional pages as needed.)	
Name:	Employee No:
Department:	Supervisor:
Title of Conference/Training:	
Date(s) of Conference/Training:	
Conference/Training Location:	
What is your intention for attending this conference/training? What do you hope to learn?	
How does the conference/training relate to your current work?	
What would happen if this were not approved?	

Employee Signature:

Date:

Supervisor Signature:

Date:

Sr. Admin Signature:

Date:

CIO Signature:

Date: