

Professional Development Opportunity Guidelines

Staff expenses for professional development opportunities (conferences, workshops, seminars, study tours, etc.) is acknowledged to have value to the University as well as individual departments and staff. Unfortunately, the cost of travel continues to increase. As we continue to be good stewards of University and student funds, Student Affairs and Enrollment Management directors have discussed ways to demonstrate accountability in this area which has resulted in the following operating procedure for staff's travel which:

- ✓ are estimated to exceed \$3,500; or
- ✓ require international travel; or
- ✓ is an on-going series [e.g. offered on-line for a certification]; or
- ✓ requires an office absence of more than 7 work days.

Please review [Policy 515](#): Travel – Employees

Staff wishing to travel under the above circumstances must receive approval from supervisors, respective Director, Associate Vice Provost, or Vice Provost prior to registering for the event, or requesting funds from a grant program. Please allow ample time for processing. Late requests will not be expedited.

Staff must document via the attached form:

- ✓ Logistical details and travel costs
- ✓ Purpose of program (what type of learning will take place)
- ✓ How the University, department and individual will benefit from participation
- ✓ How essential functions will be covered during the absence from the office

The University will not necessarily be in a position to cover all costs associated with participation in the opportunity. Department heads should work with staff to discuss and identify multiple sources of support, including personal funds.

This procedure goes into effect immediately. If you have questions, please contact the Vice Provost.