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College of Nursing Staff Professional Development Request Form

Employee Name:

Conference / Workshop Name:
(or other professional development opportunity)

Dates of Professional Development:

Location:

Abstract/Podium/Poster –

Presentation Title (if applicable):

Proposed Budget:

How does this professional development / travel contribute to the CON strategic Plan and how will you disseminate information learned in the training to relevant faculty/staff?

- For Concur questions, please refer to Kevin Garland
- Consideration for Professional Development does not require a presentation or poster.

Supervisor Approval

Business Office Approval

Revised February 2025