

University of Kentucky, College of Nursing Staff Professional Development and Travel Policy

- **Professional Development Funding Criteria**

- The intention of this policy is to support College of Nursing (CON) staff development and the CON 2025 strategic plan.
- Funds from the CON are available for staff to present their work at professional conferences or for professional development opportunities.
- Requests are limited to \$1,000 a year or \$2,000 once every 2 years as funding allows. However, there will be no out-of-pocket costs to the traveler.
- The attached request for funding application needs to be filled out completely including:
 - A summary of cost with an endorsement of the request from the supervisor.
 - Travel requests must be accompanied by a brief letter from the staff member indicating the following:
 - Name of the conference, professional meeting, or professional development opportunity.
 - The title of the poster/presentation to be presented and the list of authors (if applicable).
 - The date(s) and the location of the conference.
 - A break-down of the costs of the trip.
 - Note the dates (if applicable) of any prior CON-funded professional development travel or expense.
 - A brief description of how your travel will benefit the College of Nursing strategic plan.
 - Upon return from travel, a summary of what you learned will be required and disseminated to the College.

- **Approval Criteria and Process**

- Completed funding applications are to be sent to your supervisor.
- Upon supervisor approval, the employee will then forward the application on to the Business Office for final approval.
- A decision on support will be made within 1 week after receiving all the necessary materials.
- Upon final approval, the employee would then submit a Concur travel approval request (Business Office support is available for submittal).
- Travel requests which include poster or podium presentations will be prioritized over other requests.
- Each request will be considered based on justification, supervisor input and available CON travel dollars.

College of Nursing Staff Professional Development Request Form

Employee Name:

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

Date:

Location:

Abstract/Podium/Poster – Y/N

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