

## Request for Professional Development Funds

Office of Human Resources  
Northeast State Community College

Please fill out all details below and submit for approvals. Submission of form does not guarantee approval. The maximum funds that can be requested per person is \$300. Meals will not be funded. This project is HEERF-funded, so this funding source is valid until December 2022 or until all funding is utilized. It is up to the employee submitting the form to schedule the event and manage registration and payment. You may reach out to [HRoffice@northeaststate.edu](mailto:HRoffice@northeaststate.edu) with any questions.

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Event Description:

Amount Requested: \_\_\_\_\_ Date Funds are Needed: \_\_\_\_\_

Participants:  
(list everyone  
attending)

### Approval Signatures:

Submit the completed document in Right Signature for approvals.  
Physical copies will not be accepted.

\_\_\_\_\_  
Supervising Vice President

\_\_\_\_\_  
Human Resources