



Professional Development Program Supervisor Approval Form

This form is to inform you, the Supervisor, that your employee is applying for the Professional Development Program (PDP) sponsored by the Staff Advisory Council (SAC). If selected, the employee will receive up to \$2,000.00 toward a professional development opportunity directly related to their career goals and current job responsibilities. Please complete the form in its entirety to acknowledge the application as well as the information regarding the reimbursement process. Both you and the employee will be notified once a decision has been made.

Applicant's Name: _____

Supervisor's Name: _____

Department Name: _____

Supervisor's Email: _____@fgcu.edu

Budget Manager's Name: _____

Budget Manager's Phone Ext: _____

Reimbursement Information

*Each staff member selected will receive up to two thousand dollars (\$2,000.00) toward their professional development opportunity in the form of an expenditure transfer (journal voucher) with a copy of Travel Reimbursement documentation and approved receipts (air, hotel, conference registration, taxi, parking, mileage, etc.). Meals are not reimbursable outside of the regular state meal reimbursement program. Funds cannot be disbursed prior to the date of the professional development opportunity and will only be issued to reimburse costs directly associated with the professional development opportunity. Journal transfers can only be issued to departments with proper documentation to E&G, Concession, Auxiliary, and A&S accounts. **Please note that SAC is unable to reimburse Foundation accounts.***

For reimbursement purposes, what account type will SAC reimburse:

E&G

Concession

Auxiliary

A&S

By signing below I acknowledge, understand, and approve the application for the Professional Development Program.

Applicant's Signature

Supervisor' Signature