

College of Business Administration  
Staff Professional Development Funding Policy

Effective July 1, 2015

The College of Business Administration (CBA) has a staff professional development program that provides funding for Office/Service and Managerial/Professional staff to attend conferences and/or training that will help develop them as administrative professionals. The policy and conditions of this program are:

1. The training must be approved by the staff members' supervisor / department.
2. The training must be such that it be of value to the staff member and the college in improving their job skills and/or representing the college at a professional conference/event.
3. For Managerial/Professional staff available funding will be up to \$1500 over a two year period. If the conference/event exceeds the allotted funds, the unit/department must cover the difference.
4. For Office/Service staff available funding will be up to \$300 over a two year period. If the conference/event exceeds the allotted funds, the unit/department must cover the difference.
5. Applications for funding are available from the Dean's office Financial Team or on the CBA shared drive. Applications must be processed through the Dean's office prior to actual travel or attendance at the training.
6. In submitting expenses, proof of registration for the conference/training/event must be included for reimbursement.