
Professional Development Request Form
(Excluding CWD Courses)

Complete this form and submit it to your supervisor for approval for funding at least **one month in advance**.

Event	
Today's date	
Name	
Conference/meeting	
Dates attending	
Location	

Explain briefly what you intend to gain from this experience and how it will contribute to your role at GSD upon your return. Describe your role at the conference or event (presenter/instructor, committee member, attendee). Attach meeting announcements/flyers if available.

Employee Signature: _____

Date: ____/____/____

Expenses –refer to restrictions listed on page 2**PROFESSIONAL DEVELOPMENT**

\$ _____ travel (air/train travel)
\$ _____ ground transportation (describe: _____)
\$ _____ lodging (__ nights)
\$ _____ registration fee
\$ _____ meals (alcohol will not be reimbursed)
\$ _____ other (describe: _____)
\$ _____ **Grand Total**

Supervisor's Statement of Support:

Supervisor Signature: _____

Date: ____/____/____

HR Use: Amount Approved: \$ _____

Date: ____/____/____

HR Approval: _____

Date: ____/____/____

Instructions for processing the Professional Development Request Form

Supervisor

- Approves and submits form to Human Resources.

Human Resources

- Reviews form and notes amount approved on bottom of the request form.
- Returns the original form to the employee and emails employee, supervisor, HR, and Finance Office (heather_gallagher@gsd.harvard.edu) of decision.

Employee

- Retains approved professional development request form for submission with reimbursement request.
- Payments for expenses can be made via a Corporate Card, PCard (cannot be used to book travel but can be used for conference fees) or Personal Credit card.
- Reimbursement requests must be submitted within **30 days** from the end date of a trip or the date of a non-travel expense.
- The reimbursement request is made through Concur with the professional development form and receipts uploaded to the report.
- The business purpose should include "Professional Development".
- The costing string to use is 235-19020-xxxx-000001-540693-0000-00000.

Restrictions:

- Alcohol is not reimbursable.
- Parking or meals for events held on or near the Harvard campus (e.g., 124 Mt. Auburn) will not be reimbursed.
- Travel expenses must be in compliance with the Travel and Reimbursement policy found online at <https://travel.harvard.edu/policies-reimbursement>.

Questions:

Mychelle Muliro – 5-4323, mmuliro@gsd.harvard.edu regarding submission and the approval process.

Heather Gallagher – 5-4115, heather_gallagher@gsd.harvard.edu regarding the reimbursement process.