

Professional Development Support Application

Applicant's full name

Name of activity

Type of activity

If other, explain

**Location of activity
(city/province)**

Date(s) of activity

Will you be absent from work?

Yes

No

**If yes, indicate the dates of
absence including travel**

Budget

Travel (airfare, mileage, etc.)

Registration fees

Tuition

Accommodation & Meals

Other misc fees:

Total Funds Requested



Employee Section:

Please describe how this opportunity is related to your current work or how it may benefit the Haskayne School of Business in the future (attach supporting documentation once submitting the form when possible).

Manager Section:

Please describe how this opportunity supports advancing the goals and objectives of the department or the Haskayne School of Business overall. If the opportunity requires the employee to be absent from work for more than a day, please confirm there is adequate coverage on your team during their absence.

I, _____, acknowledge that, if approved,
I cannot claim time for travel and / or professional development
courses and events that occur outside of regular working hours.

Employee

Date

Approvals

Manager

Date

Senior Director, Strategy & Administration Date

Note:

Please note that the applicant will need to upload attachments when
submitting a form.