



CAPP ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT FUNDS REQUEST

The CAPP Office encourages CAPP adjunct faculty professional growth through course-related workshops, conferences and seminars, augmentation of course-related resources, etc. As an adjunct faculty member; you are eligible for up to \$300.00 in professional or course development funds per academic year.

In order to request approval of these funds, please complete the form below, obtain your liaison's support and signature, and submit the form to the CAPP Office.

Upon approval, either a Travel Expense Report (TER) or Direct Pay Request (DPR) will be sent or e-mailed to you. When the completed form is received by the CAPP Office it will be processed through the appropriate mechanism.

Adjunct Faculty Name (Please Print)

Date

Description of professional development opportunity. If travel, please include location.

Faculty Signature

Date

Liaison Signature

Date

Director Approval/Signature

Date