



University of Georgia Libraries Training, Conference & Travel Funding Request Form

Use this form for all funding requests for training, professional development and associated travel as well as UGA training seminars. The completed form, with appropriate approval signatures, should be forwarded to Becky Wortham, University Libraries Administrative Offices, Main Library (bwortham@uga.edu, 2-0605).

Requester's Name:

Email:

Phone:

Dept.:

SS#: xxx-xx-

NON-UGA CONFERENCE, TRAINING, PROFESSIONAL DEVELOPMENT & TRAVEL ACTIVITIES:

Reason for request (Name, date & location of activity):

Attendee Only

Committee Member

Presenter/Speaker

Participant/Other

Explain briefly the nature of your participation, e.g., chairing/serving on _____ committee, serving on a panel, presenting a paper at a conference; representing the Libraries at _____ conference.

Itemize the costs in accordance with *Regents and University Travel Regulations*. If no funding is being requested place \$0.00 in the **TOTAL** below. Please visit <http://askuga.uga.edu/default.asp?id=1619&SID=&Lang=> for UGA's complete travel policy.

\$ _____	Registration	_____	Meals
_____	Lodging	_____	Transportation
_____	Other (parking/misc.)	_____	TOTAL

UGA TRAINING SEMINARS OR SPECIAL TRAINING/DEVELOPMENT ACTIVITIES:

Name, date & title of session:

Justify briefly how this training is necessary for you in your position:

Registration Cost \$ _____

Hire date: _____

For UGA Training seminars, complete the "UGA Training and Development Class Fee Payment Authorization" form http://www.hr.uga.edu/careerdev/fee_auth.pdf and attach to this form before routing to Becky Wortham. After Libraries approval and completion of the account number information, Becky Wortham will submit form for you. You will receive enrollment confirmation directly from UGAHR.

SIGNATURES/APPROVALS: approval/denial will be made on the basis of availability of funds & nature of request.

Requester's signature/date

Supervisor/ Department Head /date

Amount of funding approved / Comments:

Director – Administrative Services/date

University Librarian & Assoc. Provost/date