

### Professional Development Checklist

**If you have a webinar, workshop, training or class that you would like to participate in, please make sure that you complete a professional development form in a timely manner. Your supervisor MUST approve your professional development activity prior to the Title V office making arrangements and providing reimbursements. No approvals will be given without appropriate paperwork. If you return from a trip without the requested receipts, you will be responsible for the charges incurred.**

|  | YES | NO | N/A |
|--|-----|----|-----|
| Did I complete a professional development application?   |     |    |     |
| Was it signed by my supervisor and turned in to Title V office?  |     |    |     |
| Was it approved by Title V office and President?   |     |    |     |
| Have I talked to Trudie regarding registration for conferences/workshops etc.?   |     |    |     |
| Have I discussed travel plans with Trudie?   |     |    |     |
| Have I discussed hotel reservations with Trudie?   |     |    |     |
| Did I receive hotel reservation confirmation?  |     |    |     |
| Did I reserve a car?   |     |    |     |
| Do I have travel papers? Are out of state travel papers required?  |     |    |     |
| Has my supervisor signed my travel papers?   |     |    |     |
| Does Felix need to sign travel papers?   |     |    |     |
| Has Shannon signed my travel papers?   |     |    |     |
| Do I need flight reservations?   |     |    |     |
| Have I discussed flight plans with Trudie?   |     |    |     |
| Did I receive flight confirmation?   |     |    |     |
| Upon my return, did I contact Trudie to start the reimbursement process?   |     |    |     |
| Did I review, print 3 copies, and sign my reimbursement papers?  |     |    |     |
| Did I turn in travel and reimbursement papers to Trudie?   |     |    |     |
| Did I turn in hotel* receipts, shuttle/taxi receipts, receipts for any miscellaneous charges, conference registration confirmation, and conference agenda to Trudie? |     |    |     |
| Have I received my travel reimbursements?  |     |    |     |

**\*MUST be turned into Trudie for Event Card reconciliation to Accounts Payable. Hotel receipts not turned in to Trudie in a timely manner will result in applicant responsibility to pay.**

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