



Employee Development Fund - Instructions

Washington and Lee University has established a fund to provide administration and staff with assistance to attend off-campus conferences, workshops, seminars or courses that enhance individual skills. A request form can be obtained by clicking [here](#). For more information about the Employee Development Fund, call the Assistant Director for Workforce Development in the Office of Human Resources at extension 8252.

Instructions:

- 1.) Complete the Employee Development Fund form and have supervisor sign for approval.
- 2.) Attach a copy of the program information for which funds are requested to the Employee Development Fund form.
- 3.) Send the completed form with attached copies of program information to the Office of Human Resources for review and consideration for funding.
- 4.) If funding is approved, a disbursement voucher will be completed by the Office of Human Resources and forwarded to the Business Office for processing. A copy will be sent to the employee.
- 5.) It is the employee's responsibility to register for the seminar and make any necessary travel arrangements.
- 6.) It is the employee's responsibility to contact the Business Office to clear an advance if necessary.

Direct Questions to the Office of Human Resources at Extension 8252.

Washington and Lee University
EMPLOYEE DEVELOPMENT FUND REQUEST

Complete the information below and send the form to the Office of Human Resources

Name _____

Date _____

Position _____

Dept. _____

1. Describe the type of program/activity for which you are requesting funding, where it will take place and the specific date(s). Attach program information.

2. Describe the benefit of attending the requested program as it relates to your work and professional development (attach brochure/flyer if available).

3. Provide a list of expenses to be incurred (also include any other sources of funding you will utilize).

\$ _____ seminar

\$ _____ parking

\$ _____ lunch

\$ _____ mileage

\$ _____ other (describe expense(s) below)

4. Total amount necessary for this course: \$_____

Amount available through departmental funds: \$_____

Amount requested from HR employee development funds \$_____

5. Employee's signature_____ Date_____

If approved please:

- ____ Make payment to me and deliver through campus mail.
- ____ Make payment to me and hold in the Business Office for pick up.
- ____ Make payment directly to the training site or educational institution.

6. Supervisor Approval (and other information) is needed on the next page.

7. Human Resources Approval – (Based on the funds available, Human Resources may authorize use of funds to support attendance at conferences, workshops or seminars that enhance the individual's job performance and/or contributions to the University. Other available sources of funding should be utilized first whenever possible.)

Funds approved_____ Not approved_____ Amount \$_____

HR signature_____ Date_____

8. Supervisor Approval: I support this request and attendance at the proposed program.

There are \$_____ departmental funds that can be used for this request.

Please use the following 12 digit account # _____.

Supervisor's signature_____Date_____

DISBURSEMENT VOUCHER TO BUSINESS OFFICE:

Pay to: _____

Address: _____

Employee Name and ID: _____

PAYMENT INSTRUCTIONS

Department Name	12 Digit Account Number	Total

Total Disbursement Request: _____

Pickup/Delivery Instructions: _____

The disbursement request has been sent to the Business Office and a copy of this Employee Development Fund Request has been returned to the employee.

Date