

UNIVERSITY OF OREGON
PROFESSIONAL DEVELOPMENT OPPORTUNITY FUND REQUEST FORM

INSTRUCTIONS

Please review the Professional Development Opportunity Fund [policy and guidelines](#) prior to submitting a request for funds.

PLEASE ATTACH BOTH OF THE FOLLOWING TO THE REQUEST: Copy of receipt(s) and copy of flier, workshop announcement or class registration form.

Completed forms should be returned to Human Resources through campus mail, or fax 541-346-2548, or by email to hrinfo@uoregon.edu. If you have questions regarding the fund, please email hrinfo@uoregon.edu.

Date: _____ Employee Name (printed): _____ UO ID#: _____

Email: _____ Phone: _____

Department: _____ Supervisor Name (printed): _____

REIMBURSEMENT SHOULD GO TO: *(please check one)*

☐ Department. Index code to be reimbursed: _____

☐ Employee

This request is work-related (it will benefit both employee and the University) and is for:

☐ Training or development for a seminar, workshop or continuing education offered by a professional organization. *Please attach the appropriate documentation – see above.*

Organization: _____ Workshop: _____ Date(s) for workshop: _____

Total Cost: _____ Amount requested from PDO Fund: _____

☐ Training or development for a UO class, community education class, or Lane Community College class. *Please attach the appropriate documentation – see above.*

☐ UO ☐ LCC Class: _____

Date(s) of Class: _____ Credit hours: _____ or no credit _____

Total Cost: _____ Amount requested from PDO Fund: _____

☐ Travel reimbursement (transportation, meals, lodging) for workshop/class listed above. *Please attach the appropriate documentation (see above), including travel receipts.*

Total cost of travel: _____ Amount requested from PDO Fund: _____

Employee Signature

Date

Supervisor Signature

Date

For HR use only. Approval: _____ Date: _____