

FP&M Professional Development Group Request Form

- The online Professional Development & Travel Request form should still be filled out and this form included along with the other attachments with details about the training agenda/learning objectives, organization/vendor, and costs.
- If employees from multiple departments are attending the training, please submit a separate sheet for each sub-department with the corresponding funding information.
- If you are not sure of your Department ID or Funding Source, use this FP&M Funding Job Aid or ask your supervisor or department admin.

admin.								
Department Name:								
FUNDING INFORMATION								
Department ID:		Fund Allocation:		Program Code	:	Project Code: (if applicable)		
Training Title:			Organiza	ation/Vendor:		1 () ()		
Training Description:								
Training Date	Employee	Name			Supervisor:			
COST								
C	nst ner atten	dee: \$		Tota	ol Coste Š			
Cost per attendee: \$ Total Cost: \$								
ADDITIONAL DETAILS	(Add any ad	dditional information tha	t will help	us process the r	equest)			
Preparer Signature:				Date:				

TRAVEL ACKNOWLEDGEMENT

If you are traveling, you are responsible for complying with all UW travel policies & procedures. Failure to do so may result in being personally responsible for some or all expenses.

Learn more at: Business Services - Travel and Reimbursement - https://businessservices.wisc.edu/travel-reimbursement/

Sign below to acknowledge that the Travel & Reimbursement page (above) has been reviewed and all travel will be managed through the department travel coordinator AFTER all approvals have been received and confirmed by FP&M Training.

Travel Coordinators:

Molly Lenz molly.lenz@wisc.edu: Facilities Planning & Delivery, Sustainability, Office of the Associate Vice Chancellor

Nicole Frick nicole.frick@wisc.edu: Physical Plant

Pat Fargen pat.fargen@wisc.edu: Environmental Health & Safety **Anne Bogan** anne.bogan@wisc.edu: Transportation Services

PRINTED NAME	SIGNATURE	I understand the Travel and Reimbursement Policy and will coordinate all travel through an FP&M Travel Coordinator.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

This completed group form should be attached to the online Professional Development & Travel Request form.

Email training@fpm.wisc.edu or Alex Zewde at alex.zewde@wisc.edu with any questions related to this form.