

Project Number \_\_\_\_\_

Date Received \_\_\_\_\_

**PENSACOLA STATE COLLEGE  
STAFF AND PROGRAM DEVELOPMENT  
APPLICATION**

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ SPD Funding Source \_\_\_\_\_

Purpose of Request \_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_  
School/Agency \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. Ending Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.

Value to Pensacola State College \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective(s) Related to: Pensacola State College Goal Number(s) \_\_\_\_\_ SPD Goal Number(s) \_\_\_\_\_

Names of Person(s) Involved in This Project \_\_\_\_\_

**ESTIMATED COSTS**

1. Airfare:	\$ _____	3. Tuition:	\$ _____
Mileage	\$ _____	4. Registration:	
Rental Car	\$ _____	Purchase Order <input type="checkbox"/>	Personal Funds <input type="checkbox"/>
Parking	\$ _____	5. Materials/Printing	\$ _____
Limo/Taxi	\$ _____	6. Equipment	\$ _____
<b>Total Travel</b>	\$ _____	7. Honorarium	\$ _____
		8. Salary/Benefits	\$ _____
2. Hotel	\$ _____	9. Other (Specify)	\$ _____
Food	\$ _____		
<b>Total Per Diem</b>	\$ _____		
		<b>* Total Project</b>	_____

Amount of funds from other budget \_\_\_\_\_ Cost Center \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_ \*\* PDP on File? Yes  No

Department Head \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

V.P. or Provost \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

SPD Director \_\_\_\_\_ Date \_\_\_\_\_ Processed \_\_\_\_\_

President or Designee (when applicable) \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\* Official approval of project is indicated upon receipt of an SPD project approval notice and a signed travel authorization form (when applicable).  
\*\* Professional Development Plan (For all employees).