

Guidelines for PACFAM Development Funds

The applicant must meet the following criteria:

- Must hold a current appointment on the Provost Advisory Committee for Financial Administrative Management.
- Must have formally requested the funds from home department.
- Must have approval from supervisor to apply for this award.

PACFAM will award 1/3 of the travel cost up to \$425 per fiscal year per member. This will be on a first come basis and the maximum amount of the award will be re-evaluated annually.

The committee will not dictate what might be appropriate training for any employee as long as the functions are career based. Conferences taken solely for the purpose of the employee acting as a panel member is not allowed. Only one award, per fiscal year, per PACFAM member will be allowed.

It is recommended that members apply for the Staff Professional Development Program to help cover additional costs. Information may be found on the Staff Senate website: http://www.ou.edu/staff_senate/SPDform.doc.

Please complete this form and submit at least 30 days prior to your event. Should you have questions, please contact Cindy Cash at 325-5053.

University of Oklahoma
Provost Advisory Committee for Financial Administrative Management
Development Fund Application

Date of Application:

Name:

Empl ID:

Department:

Work Address:

E&G account # covering charges:

Phone:

Name of Conference:

Conference Dates – From:

To:

Conference Location- City:

State:

Purpose of Trip:

For out of state travel and overnight stays in Oklahoma, please complete the following for Estimated Travel Expenses:

Air Fare	\$
Public Transportation	
Per Diem	
Lodging	
Registration	
Mileage	
Local Transportation	
Parking	
Other (specify)	
Total Estimated Expenses	\$

For one-day or local events, please complete the following:

Registration	\$
Mileage	
Per Diem (if applicable)	
Other (specify)	
Total Estimated Expenses	\$

Your Signature: _____ Approved by: _____ Date: _____
Supervisor

If this application is approved, you will receive an approval copy. You will need to supply a detail of the full costs of your travel expenses when you return. PACFAM will award 1/3 of the actual travel cost up to \$425 per fiscal year per member. Funds will be transferred by budget revision into travel of the indicated account number provided above.

FOR OFFICE USE ONLY

Approved

Not Approved

Date:

Estimated Amount:

Reason Denied: