How to Request Training and Travel

FP&M Request Form (Professional Development & Travel)

Step-by-Step Instructions

Where do I get this form?
FP&M Training website (www.training.fpm.wisc.edu) offers forms and course information

When do I use this form?
- Employees who want to acquire knowledge and skills can request training and professional development fees to be paid by the employer
- Employees who attend learning events that require travel can request travel expenses to be paid by the employer

3 easy steps to follow:
Step 1. Identify training/travel needs through course information via websites, email, brochures, or bulletin board postings
Step 2. Choose and complete FP&M Request Form
Step 3. Submit the form to your supervisor for approval

Questions?
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Justify the use of university funds for professional development. Identify benefits to employee as well as the University.

Which professional development am I requesting? Check appropriate box. Fill in the blank fields.

What expenses will I have? Identify all expenses and estimated total cost, including registration fees being pre-paid by FP&M Training Office. Fill in the fields applicable to your request.

Whose signatures do I need? This form will be routed to different authorities for approval based on total cost and where the training is located.