

Lory Student Center Professional Development & Travel Requests

Directions:

- Complete this form, including approval signatures from your department Director and LSC Executive Director before submitting to Kathy.krell@colostate.edu
 - FY22, travel requests will be generally limited to direct business requirements. Please utilize virtual professional development opportunities when possible.
1. Employee name & department:
 2. Name of professional development/travel request and associated website:
 3. Event cost estimate (include event name, location, registration fee, dates, deadlines):
 4. Travel costs estimate (include plane fee, shuttle fare, mileage, rental car, total hotel cost, total meal cost, parking):
 5. Briefly explain how this benefits you and your department and meets the mission of the LSC, "As a student-centered organization, at the heart of campus, we provide programs and services that create and inclusive community and inspire active, engaged learning." (Note, when applicable, attach copy of registration materials).
 6. Required signatures:

Department Director

Date

LSC Executive Director, Dr. Mike Ellis

Date