

Business and Financial Affairs Office (BFA)

BFA Training Request Form

To request funding for professional development/training, complete and submit this form to Leslie.Brunelli@du.edu, C.C. Tammy.Schneider@du.edu. This form should be submitted at least *4 WEEKS* prior to the anticipated start date of travel or funding need. Completion of this form does not guarantee approval. Funding will be allocated to your unit if the training is authorized.

Trainee Details

DU Division/Department- _____

Name- _____ DU Email- _____

Training Summary

Virtual Travel

Location City and Country- _____

Date(s) of Development/Training- _____

Title of Development/Training- _____

Relationship (e.g. current/previous officer) with organization? _____

Are you Presenting? Yes No

Development/Training Agenda: Link _____ or



How does this development/training benefit you in your role and the University?

How will the benefits transfer to DU (i.e. presentation, implementation of new process, etc.)?

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Training Budget

Registration _____
Airfare _____
Lodging _____
Rental Car/Ground Trans _____
Meals (Per Diem) _____
Misc(Description Required Below) _____
Total \$ _____

See [US General Services Admin](#)
site for per diem rates.

Misc Description- _____

Budget (FOAP/fund-org)- _____

Approval

Division Director Name: _____

Division Director Signature: _____

Date: _____

Post-Development/Training Requirements

Complete this "post" section within 30 business days of development/training completion.
Email the full form to Leslie.Brunelli@du.edu.

What did you learn and how will it be applied?

Additional documentation(e.g. presentation, new process implementation plan):

