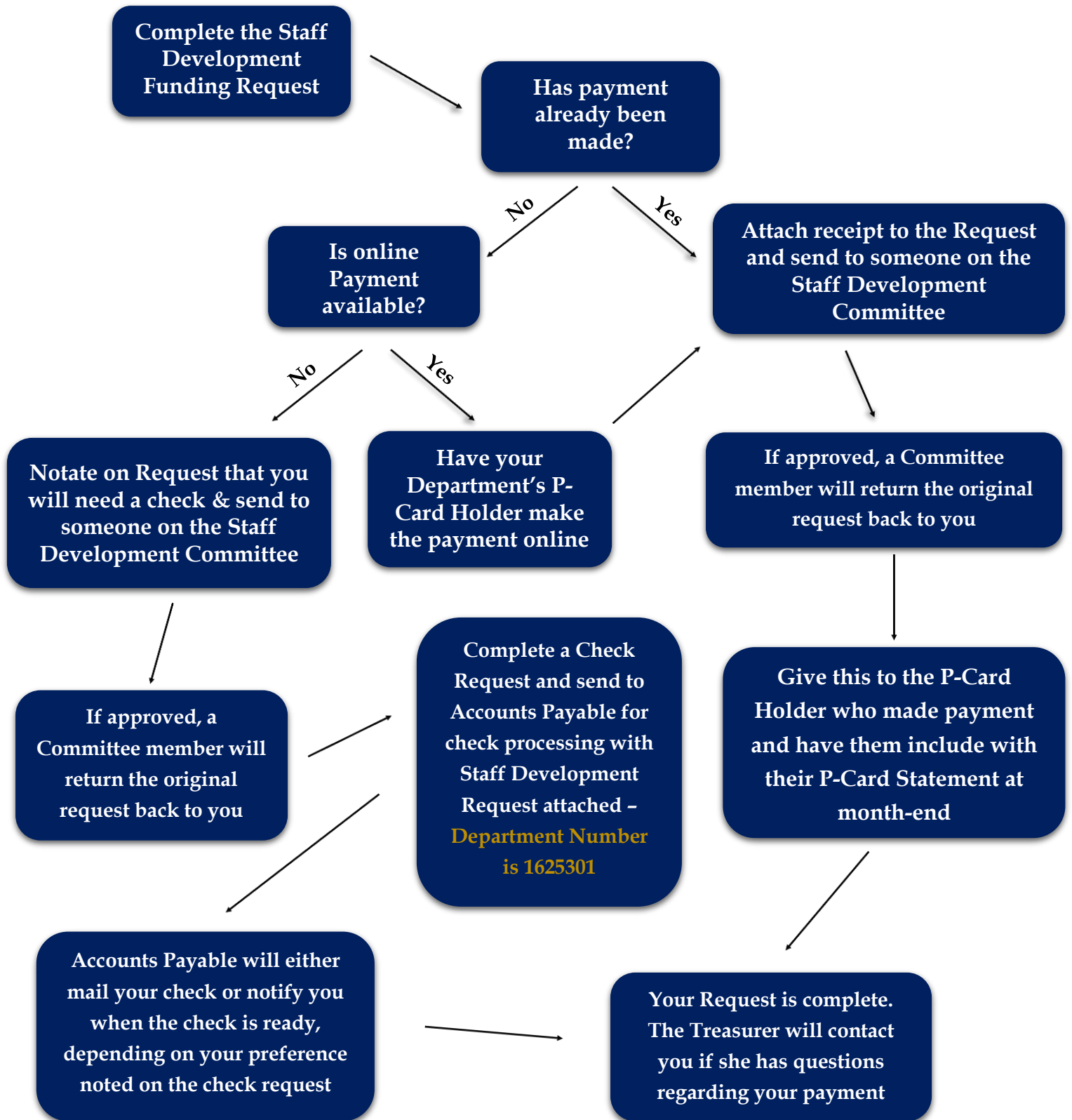


Staff Development Funding Request

Flow Chart for Departmental Payments/Reimbursements



NOTES:

- Be sure to always allow at least 3 weeks for full processing of requests.
- Always send Proof of Attendance once available to the Staff Council Treasurer.
- See Flow Chart for Employee Payments/Reimbursements if you will or have paid out-of-pocket.