

**APPLICATION FOR UTSI HUMAN RESOURCES  
STAFF TRAINING AND DEVELOPMENT PROGRAM  
(See guidelines on reverse side of this form)**

Your application must be approved by Human Resources in advance of the program or activity. Please submit your application as far in advance as possible.

**I. To be completed by employee.**

Employee Name \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Job Title \_\_\_\_\_ Mailstop: \_\_\_\_\_  
Department Name \_\_\_\_\_ Cost Center \_\_\_\_\_

**I request that my participation in the following program be supported by the UTSI Staff Training and Development Program.**

Program: \_\_\_\_\_  
Organization Sponsoring Program: \_\_\_\_\_  
Date of Program: \_\_\_\_\_ Time: \_\_\_\_\_ Cost: \_\_\_\_\_  
Location: \_\_\_\_\_

Per fiscal year (July 1-June 30), use of these funds is limited to \$200.00 for a maximum of two (2) activities. However, exceptions will be considered. Briefly describe the program that you wish to attend and how your participation will be beneficial to your career and to the University. (If more space is needed, please use reverse side.) Please attach any published material that provides a description of the program.

I comply with the UTSI HR Staff Training and Development Program guidelines. I understand that this request will be considered only after my department head/supervisor has approved it. This request must be approved in advance of the activity.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. To be completed by the employee's department head/supervisor.**

I approve this request.

\_\_\_\_\_  
Department Head/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**III. To be completed by Human Resources.**

**APPROVED** \_\_\_\_\_ Account # to Charge \_\_\_\_\_ Amount Approved \_\_\_\_\_

**DECLINED** \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

**UTSI HUMAN RESOURCES  
STAFF TRAINING AND DEVELOPMENT PROGRAM**

***GUIDELINES:***

1. You must be a regular employee to participate in this program (Temporary and Student employees are not eligible).
2. Activities supported must be career and job-related and beneficial to the University as well as the employee.
3. This program applies to courses offered on campus such as those offered through the UTSI Continuing Education Department.
4. Per fiscal year (July 1 – June 30), use of these funds is limited to \$200.00 for a maximum of two (2) activities.
5. This program will not be used to pay for courses in conjunction with the University's fee waiver program.
6. Requests must be signed by the employee's department head/supervisor giving approval for the activity prior to submitting the request to Human Resources.
7. Your application must be approved by Human Resources in advance of the program or activity. Please submit your application as far in advance as possible.
8. **EXCEPTIONS to the above guidelines will be considered. Please be prepared to provide written justification for your request.**

**Program description continued from front:**