Harvard University Graduate School of Design

Web Voucher: _____

Professional Development Request Form
(Excluding CWD Courses)

Complete this form and submit it to your supervisor for approval for funding at least **one month in advance.**

Event	
Today's date	
Name	
Conference/meeting	
Dates attending	
Location	

Explain briefly what you intend to gain from this experience and how it will contribute to your role at GSD upon your return. Describe your role at the conference or event (presenter/instructor, committee member, attendee). Attach meeting announcements/flyers if available.

Employee Signature:_____ Date: ____/_____/_____

Expenses –refer to restrictions listed on page 2

PROFESSIONAL DEVELOPMENT

$ _____ travel (air/train travel)
$ _____ ground transportation (describe: _____)
$ _____ lodging (__ nights)
$ _____ registration fee
$ _____ meals (alcohol will not be reimbursed)
$ _____ other (describe:_____)
$ _____ **Grand Total**

Supervisor's Statement of Support:

Supervisor Signature:_____ Date: ____/_____/_____

HR Use: Amount Approved: $_____ Date: ____/_____/_____

HR Approval: _____ Date: ____/_____/_____

Instructions for processing the Professional Development Request Form

Supervisor
- Approves and submits form to Human Resources.

Human Resources
- Reviews form and notes amount approved on bottom of the request form.
- Returns the original form to the employee and emails employee, supervisor, HR, and FO of decision.

Employee
- Holds on to approved professional development request form until the event has occurred or expenses have been charged to Harvard's Corporate Card.
- Submits original professional development request form, receipts and completed UEF form to departmental web voucher preparer.

  Note: Once event has occurred, employees have 30 days from the end date of a trip or the date of a non-travel expense to submit expense reimbursement requests and receipts with approved request form to appropriate dept. staff. GSD requires that all receipts be submitted to the Finance Office regardless of dollar amount.

Department Web Voucher Preparer

Process a Web Reimbursement or JPMC Direct Pay:
- Creates a Web Reimbursement or JPMC Direct Pay form using departmental coding.
- In the field, *note to approver*, put in ***Professional Development approved by HR.***
- Attach a copy of the approved request form to the Finance Office's copy of the web voucher and submit to the Finance Office.
- The Finance Office approver will modify the coding with Human Resource professional development coding upon review and approval of the web voucher.

Paying a Vendor Directly:
- Obtain an invoice
- Create the vendor in vendor set up (if necessary).
- Create a web voucher using departmental coding.
- In the field, *note to approver*, put in ***Professional Development approved by HR.***
- Attach a copy of the approved Request Form to the Finance Office's copy of the web voucher and submit to the Finance Office
- The Finance Office approver will modify the coding with Human Resource professional development coding upon review and approval of the web voucher.

Restrictions:
- Alcohol will not be reimbursed.
- Parking or meals for events held on or near the Harvard campus (e.g., 124 Mt. Auburn) will not be reimbursed.
- Travel expenses must be in compliance with the Travel and Reimbursement policy found online at http://vpf-web.harvard.edu/ofs/travel/rei_ref.shtml .

Questions:
Michelle Muliro – 5-4323, mmuliro@gsd.harvard.edu regarding submission and the approval process.
Heather Gallagher – 5-4115, heather_gallagher@gsd.harvard.edu regarding the reimbursement process.