**Faculty/Staff/Administration Professional Development Form**

**To meet requirements for accreditation and to provide accurate data for reporting, please complete the following form whenever you travel or receive training for professional development, as a representative of BMCC. This form must be completed prior to writing off your travel. If the professional development does not require travel (any on-campus training), the form still needs to be completed to track the activity. Turn the form in to Betty Mitchell upon completion of the training or development.**

**Your Name:** Click or tap here to enter text.

**Where did you go?** Click or tap here to enter text.

**What are the dates of your travel?** Click or tap here to enter text.

**What is the name of the event you attended?** Click or tap here to enter text.

**What was the purpose of your travel?** Click or tap here to enter text.

**Will this conference/training/seminar/etc. help you in teaching your assigned courses? If so, how?**

Click or tap here to enter text.

**Will this conference/training/seminar/etc. help you in your job? If so, how?**

Click or tap here to enter text.

**Did you present at the conference/training/seminar? If so, what did you present?**

Click or tap here to enter text.

**What was the cost of your travel? (Include airfare, gas, and all other expenses)**

Click or tap here to enter text.