



REID STATE TECHNICAL COLLEGE

"The College That Works"

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Print Name: _____

Position Title: _____

Destination: _____

Reason for Requesting Professional Development Leave: _____

Travel Expense Required: Yes No

Transportation: State Vehicle Private Vehicle

Total Hours Requested	TIME		Inclusive Dates	
	From	To	From	To

Employee Date

Dean Date

Immediate Supervisor Date

President Date