

## **NCTA Internal Budgeting Procedures**

April 24, 2015 version

This document describes these five internal NCTA budgeting procedures:

1. Professional development funding

All budget requests are to be delivered electronically to this address: [NCTA-BudgetOffice@unl.edu](mailto:NCTA-BudgetOffice@unl.edu).

### **PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES**

The Professional Development Fund has been established to encourage continuous skill acquisition and development on the part of employees of Nebraska College of Technical Agriculture. These guidelines are designed to facilitate the application process and educate users about how the funds are allocated. The Professional Development Fund is available to all employees for activities which will provide value to the College. These activities must be aligned with the College's mission, vision, and strategic initiatives.

A maximum of \$1,000 is available for any one employee in any one fiscal year. The Professional Development activity should be approved and encouraged by the requester's supervisor. Requests will **not** be accepted for professional development activities which have already occurred.

### **APPLICATION PROCEDURE**

The Office of Dean should receive requests at least two weeks (14 days) prior to the activity. The forms are available from the Dean's Office

### **PROCEDURES FOR REQUESTING FUNDS:**

**Step One:** Complete the Application for Funds form. If the Professional Development activity is partially funded by the Division, indicate department budget numbers and the amount to be funded.

**Step Two:** Send the completed application and supporting documents to your supervisor. *All international and out of state travel must first be approved by the NCTA Dean as well as your supervisor.*

**Step Three:** Your supervisor will review the request and make a recommendation. The supervisor will send the recommendation to the Office of Dean.

**Step Four:** The Office of Dean will review the application and notify the applicant and their supervisor of approval or disapproval of funds.

To receive reimbursement, please follow NCTA reimbursement guidelines. Submit a completed Employee Travel Request with receipts (all receipts for travel, meals, lodging, etc.).

## Request for professional development funds

**Process:**

The Professional Development Fund has been established to encourage continuous skill acquisition and development on the part of employees of Nebraska College of Technical Agriculture. These guidelines are designed to facilitate the application process and educate users about how the funds are allocated. The Professional Development Fund is available to all employees for activities which will provide value to the College. These activities must be aligned with the College's mission, vision, and strategic initiatives.

A maximum of \$1,000 is available for any one employee in any one fiscal year. The Professional Development activity should be approved and encouraged by the requester's supervisor. Requests will **not** be accepted for professional development activities which have already occurred.

**APPLICATION PROCEDURE**

The Office of Dean should receive requests at least two weeks (14 days) prior to the activity.

**PROCEDURES FOR REQUESTING FUNDS:**

**Step One:** Complete this Application for Funds form. If the Professional Development activity is partially funded by the Division, indicate department budget numbers and the amount to be funded.

**Step Two:** Send the completed application and supporting documents to your supervisor. *All international and out of state travel must first be approved by the NCTA Dean as well as your supervisor.*

**Step Three:** Your supervisor will review the request and make a recommendation concerning funding. The supervisor will then send the request to the Office of Dean.

**Step Four:** The Office of Dean will review the application and notify the applicant and their supervisor of approval or disapproval of funds.

To receive reimbursement, please follow NCTA reimbursement guidelines. Submit a completed Employee Travel Request with receipts (all receipts for travel, meals, lodging, etc.).

**Name and contact information for individual requesting funds:**

**Dollars requested:**

Item	Amount	Description
Supplies		
Travel		
Registration		
Food		
Lodging		
Tuition		
Equipment		
Other		

**Description and date of development activity:**

**Cost share available for this project:**

**Please explain how this request is prioritized in the strategic plan:**

**Outcomes of this activity. Please specify how this activity aligns with the overall strategic plan for your division:**

**Supervisor recommendation:**

**Final outcome:**