



COLLEGE OF THE DESERT
OFFICE OF HUMAN RESOURCES

Classified Staff Development Application

Employee Name	Division/Department	Job Title

Description of Activity:

Location of Activity:

Estimated Costs:

Registration/Supplies:

Lodging:

Meals:

Travel/Personal Mileage:

Total Estimated Expenses:

Staff Development Funds Not to Exceed \$1200.

Applicant Signature

Date

Supervisor Approval

Date

Committee Recommendation: Accept

Reject

Activity Status: Approved

Not Approved

Chair, Classified Staff Development Committee

Date

Vice President -Human Resources and Labor Relations

Date