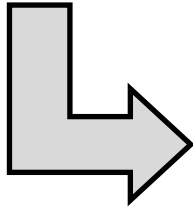


CPS Travel Steps for Professional Development Funds

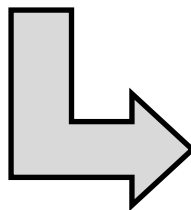
Apply for PD funds: Request

- If you want to apply to use Professional development funds for travel, complete this request according to [PD guidelines](#). PD funding must be approved by your department chair.



Submit travel request form

- Once you have a funding plan and course coverage plan, submit this travel request form to your department chair for approval. [Signed form is uploaded to Concur travel request in next step].



Submit Concur travel request

- Once you have received a signed travel request form from your department chair, submit your travel request through [Concur](#) according to [Cal Poly Travel policy](#).