

**SUBSIDY REQUEST  
STAFF DEVELOPMENT FUND  
NON-CONFIDENTIAL, NON-INSTRUCTIONAL SUPPORT**

PRE-APPROVAL  
 FINAL REQUEST

The NC-NI Staff Development Committee will meet to consider your subsidy request as soon as possible after all paperwork has been submitted. Please fill in the following information, attaching any appropriate documentation to substantiate reimbursement of payment (e.g. invoice copy of a cancelled check, grade sheets, expense receipts, and proof of attendance, etc.), and return to a NC-NI Staff Development Committee member.

Name of SS requesting funds: \_\_\_\_\_

Total amount requested: \_\_\_\_\_ Date of request: \_\_\_\_\_

Description of course/conference/meeting/seminar/workshop. Please include the location, date, and any credits received.

Documentation provided: \_\_\_\_\_

1. Total amount requested: \_\_\_\_\_ Date: \_\_\_\_\_

2. Amount of first payout: \_\_\_\_\_ Date: \_\_\_\_\_

3. Amount of final payout: \_\_\_\_\_ Date: \_\_\_\_\_

4. Request Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Signature and date signed by all three members of this SDF Committee.