

**CONFIRMATION OF ALLOTTED
CONGRESS PROFESSIONAL DEVELOPMENT FUNDS**

Congress professional development funds are allocated to CT State campuses at the beginning of each fiscal year. Campuses are responsible for ensuring that all allotted funds are expended for this purpose and reporting on expended and unexpended funds each year. Please complete and submit this form to HR prior to the fiscal year-end.

CAMPUS NAME _____

FISCAL YEAR _____

PLEASE COMPLETE ELECTIONS BELOW AS APPROPRIATE:

_____ **This certifies that the campus expended all Congress Professional Development funds that were allotted this year.**

_____ **This certifies that \$8,000 of PD dollars were used for a Nursing/Allied Health Refreshment leave.**

_____ **This certifies that the campus did not expend all Congress Professional Development funds that were allotted this year. Total funds expended this year were \$_____.**

Prepared by _____
Name Title Date