



Professional Development Request Process

1. Fill out a travel authorization form with an estimate of the expenses for the professional development. Attach backup information that shows how you arrived at the pricing.
2. Obtain your supervisor's signature on the travel authorization form.
3. Send the signed form and backup information to Laurie Snoonian – lsnoonian@mwcc.mass.edu
4. Laurie will add your request to the agenda for the next Professional Development Committee meeting. The committee meets the first week of each month, so please plan accordingly.
5. Laurie will follow up with you directly to let you know if the request was approved or denied. If approved, she will send the paperwork down to the College Business Office.