



Herbert Wertheim
College of Medicine

Professional Development Approval Process

1

Complete the [Finance 360 request form](#)

2

Add your **Department Budget Manager** approval as the **first approver**

3

Under **Professional Development Funding**, select: **Staff Development**

4

Add **Johanna Diaz** as a **secondary approver**

5

Use **Activity Code: 3040020003** as the **funding source**

6

The Request will route to the **Admin and Staff Development Committee** for approval

7

Once approved, the **Finance Operations Team** will process the [Travel Request Form](#) or [Purchase request form](#)