



CAREER PATHWAYS

in Public Health Laboratory Science

An APHL-CDC Initiative

How to Complete a Professional Development Request Form for Non-Travel and Travel-Related Requests

This guide walks you through how to correctly complete a professional development request, helping to prevent delays or revisions.

Confirm Your Details and Agree to Terms

Please Read Before Submitting Your Request *

If you are traveling for a professional development opportunity,

1. You **must provide written documentation from your mentor** confirming your travel and time away from the fellowship project.
2. **Booking lodging through vacation rental companies** (e.g., Airbnb) is **not authorized**.
3. **Rental cars are not authorized**.
4. **Airfare must be booked through the APHL Travel Site**. Predicted airfare costs or screenshots **should not** be included in this request form.

Agreement

Please type "Agree" below to confirm that you have read and understand the statements above:

Name (First and Last) *

Email address *

Current Year in Fellowship (1st or 2nd Year) *

Is this a New or Revised request? *

Request Title *

In a few words, describe your professional development request (Ex: One Health Approach Conference)

100 characters or less*

Mentor Approval

- ❖ You **must provide written documentation from your mentor** confirming your travel and time away from the fellowship project.
- ❖ Mentor approval example:
 - It can be either an email message or a signed letter.
 - Must include mentor letterhead or adobe signature as proof.



Non-Travel-Related Requests

For non-travel opportunities:

- ❖ 1. Include a description of the item(s) and a link or screenshot showing the exact item and cost.

Request Details

For HIMSS Dictionary of Health Information and Technology Terms, Acronyms, and Organizations (HIMSS Book Series) 6th Edition

Book link: [HIMSS Dictionary of Health Information and Technology Terms, Acronyms, and Organizations \(HIMSS Book Series\): 9781032259949: Medicine & Health Science Books @ Amazon.com](#)

Total Cost: **\$53.58**

The screenshot shows the Amazon product page for the **HIMSS Dictionary of Health Information and Technology Terms, Acronyms, and Organizations (HIMSS Book Series) 6th Edition** by the **Healthcare Information & Management Systems Society (HIMSS)**. The page features a book cover on the left, a detailed description in the center, and pricing options on the right. The description highlights that this is a significantly expanded and newest edition, developed and reviewed by more than 50 industry experts. It serves as a quick reference for students, health information technology professionals, and healthcare executives, including new terms from the COVID-19 pandemic. The dictionary includes over 3,000 definitions, 30 organizations, and numerous new references. Pricing options include Kindle (\$50.90), Hardcover (\$141.61), and Paperback (\$53.58). A 20% discount is shown on the paperback price, bringing it to \$53.58.

Travel-Related Requests

For travel opportunities:

- **Event:** Include a link to the event, specifying the location and dates.
 - ★ [HIMSS Global Health Conference & Exhibition](#)
 - ★ March 9-12, 2026, in Las Vegas, NV
- **Registration Cost:** Please provide a link that displays the registration cost.
 - ★ **\$275** student registration

HIMSS²⁶

March 9-12 | Las Vegas

Register by February 8 to save!

Experience the Future of Healthcare in Las Vegas. [Start Your HIMSS26 Registration Here](#)

JOIN US

ABOUT

ATTENDEES

CONFERENCE

EXHIBITORS

EXPERIENCES

HOTEL & TRAVEL

RESOURCES

Preconference Forum Only

\$495

REGISTER

Prices increase after 2/8/26

Exhibit Hall Only Pass

\$995

REGISTER

Prices increase after 2/8/26

Student Access Pass

\$275

REGISTER

Prices increase after 2/8/26

Government Value-priced Passes

REGISTER

- Conference Pass: \$1,395
- Conference Plus

Press & Media Pass

Free

REGISTER

Qualified Press & Media

- Hotel Nightly Rates:** Provide a PDF or a screenshot showing the nightly rate and the total cost for the stay.
 - Make a reservation at a hotel** that lets you reserve now and pay at the hotel, and make sure the reservation clearly shows your full name and the hotel's name.
 - Personal Trip Extension:** If you plan to extend your trip for personal reasons, do **not** include personal days in the hotel cost breakdown. Personal days are **not covered** by professional development funds and must be paid by you.

★ **\$1259.94** total for hotel (5 nights) March 8-13

HIMSS26 Global Health Conference & Exhibition

March 9 - 12, 2026 | The Venetian Convention & Expo Center | Las Vegas, NV

HIMSS²⁶

OFFICIAL VENDOR

Contact Details

Please enter the name of the primary guest staying in this room.

First Name

Last Name

Yankee

Doodle

Company Name

Email Address

Phone Number

Create Password

Confirm Password

Payment

We need a credit card to hold your room. Don't worry, we won't charge it today. Review the hotel policies for additional information.

Credit Card Number

Show card number ☐

AMERICAN EXPRESS

DISCOVER

MARSHALLS

VISA

Harrah's Hotel and Casino Las Vegas

Standard Room - Single Occupancy

[View hotel policies >](#)

1 Reservations (5 Room Nights)

\$915.00

Taxes & Fees

\$344.94

Estimated Total

\$1,259.94

Amount Charged Today

\$0.00

Guarantee

\$207.72

All prices are in USD.

Additional Travel Information to Include (see below)

- If Flying:** Include a screenshot showing the cost of checked bags for departure and return (if applicable).
 - Do not include flight costs.** Flights are booked separately through the APHL Travel Site. Flights should **not** be booked via third-party sites (Expedia, Google Flights, Hopper, etc.). Instructions for booking through the APHL Travel Site will be provided in an approval email.

★ $\$35 \times 2 =$ **\$70**

Common Baggage Fees

The baggage fees shown below are for Delta Comfort and Delta Main customers traveling on domestic flights within the U.S., without a [Delta SkyMiles® American Express Card](#), [Medallion Status](#) or [Active Military](#) exceptions:



\$35 USD



\$45 USD

DELTA



BOOK

CHECK-IN

MY TRIPS

FLIGHT STATUS

Travel Info

SkyMiles

Need Help?

SIGN UP

LOG IN



BAGGAGE INFO



Baggage Overview

- Baggage size must not exceed 62 inches (158 cm) when you total LENGTH + WIDTH + HEIGHT
 - Visit [Carry-On Baggage](#) to find sizing and requirements for carry-on bags
 - Customers may check in, select the number of bags they plan to check and pay for or redeem miles (domestically, at most airports) toward bags during the 24-hour check-in window on delta.com, in the Fly Delta app or at a kiosk upon arrival at the airport
 - Delta SkyMiles Medallion Members and select [Delta SkyMiles® American Express Card Members](#) can check their first standard checked bag for free
- **If Driving:** Include a Google Maps screenshot (or similar) showing the starting point, destination, and miles. Provide a mileage calculation: **round-trip miles × \$0.725/mile.**
 - **Ground Transportation and Ridesharing Services:** Use the [TaxiFareFinder](#) (not RideGuru or the Uber/Lyft app) to estimate the cost of each ride. *Even if taxis are not used, this calculator is required for consistency.*
 - Include a screenshot and show the number of rides, purpose, and total cost.
 - The ride estimate should represent the location in which the ride takes place.

★ From home to airport (roundtrip): $\$48.87 \times 2 = \97.74

CURB - BETHESDA, MD

TAXI FARE CALCULATOR

RIDESHARE COST COMPARISON

RATE CHART

NEWSROOM

Estimated Fare

\$48.87

Per Curb - Washington DC rates
\$56.20 incl. 15% tip

See Uber, Lyft, and more...

Cost with Traffic

\$46.36

\$48.87

\$73.93

How much does a taxi cab cost from Bethesda Place Management Office, 7700, Wisconsin Avenue, Downtown Bethesda, Bethesda, Montgomery County, Maryland, 20814, USA to Ronald Reagan Washington National Airport, 2401, Smith Boulevard, Arlington, Arlington County, Virginia, 22202, USA in Curb - Bethesda, MD?

Search for

1. Taxi Fare Calculator

2. Uber Cost Estimator

3. Taxi Fare Estimator

★ From airport to hotel (roundtrip): $\$33.64 \times 2 = \67.28

LAS VEGAS, NV TAXI FARE CALCULATOR RIDESHARE COST COMPARISON RATE CHART NEWSROOM LOCAL TAXI INFO

Estimated Fare

\$33.64

Per Las Vegas, NV rates
\$38.69 incl. 15% tip

[See Uber, Lyft, and more...](#)

Cost with Traffic

\$28.18 **\$33.64** \$57.54

How much does a taxi cab cost from Harry Reid International Airport, 5757, Wayne Newton Boulevard, Paradise, Clark County, Nevada, 89119, USA to Harrah's Las Vegas, 3475, South Las Vegas Boulevard, Paradise, Clark County, Nevada, 89109, USA in Las Vegas, NV?

★ From hotel to event (roundtrip): $\$8.60 \times 2 = \17.20×4 days (2 trips/day for 4 days) = **\$68.80**

LAS VEGAS, NV TAXI FARE CALCULATOR RIDESHARE COST COMPARISON RATE CHART NEWSROOM LOCAL TAXI INFO

Estimated Fare

\$7.48

Per Las Vegas, NV rates
\$8.60 incl. 15% tip

[See Uber, Lyft, and more...](#)

Cost with Traffic

\$6.83 **\$7.48** \$10.33

How much does a taxi cab cost from Harrah's Las Vegas, 3475, South Las Vegas Boulevard, Paradise, Clark County, Nevada, 89109, USA to The Venetian Las Vegas, 3355, South Las Vegas Boulevard, Paradise, Clark County, Nevada, 89109, USA in Las Vegas, NV?

- **Per Diem:** List per diem for each day using the GSA Per Diem [website](#). Travel days (arrival and departure) = 75% of per diem; other days = 100%. Include total per diem. Dates must be calculated using the Per Diem [Trip Calculator](#).
 - DO NOT use 'Lodging Rates' ONLY 'Meals and Incidentals Expenses (M&IE)'
- ★ **\$473** total for March 8-13

Grand total estimate: \$2311.76