



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Dean of Students Professional Development Request Application

To request student professional development funds, the student will provide the following information on this form and send it to the Dean of Students for approval (Academic Hall 010 - MS 3375). Attach a letter of support from the approving faculty/staff member to this form.

Name:		Banner ID:		Date:
E-Mail:			Phone:	
Undergraduate		Graduate		
Faculty Sponsor:			Major:	
Local Street Address:				
City:		State:		Zip:
Criteria [Please mark the correct option(s)]				
Attendance at	state	regional	national meeting	
Poster Session at	state	regional	national conference	
Research Presentation at	state	regional	national conference	
Other Professional travel (specify)				
Location:			Date(s):	
Organization:				
Purpose (Note how travel relates to course of academic study):				
ESTIMATED EXPENSES		Amount Allocated By Department : \$ _____		Amount(s) Allocated From Other Funding Sources: (i.e. FFR, Student Government, etc.)?
Gas	\$	Signature of Department Chair _____ Date _____		
Air fare	\$			
Room	\$	Amount Allocated By College : \$ _____		
Meals	\$	Signature of College Dean _____ Date _____		
Registration	\$			
Other	\$	Amount Allocated By Dean of Students: \$ _____		
Total Expenses		Signature of Dean of Students _____ Date _____		

All information fields above (including signatures) related to College Action, Department Action, and Other Funding Sources must be completed prior to sending to the Dean of Students. If no action, report "\$0" as amount allocated.