

Graduate Student Professional Development Request Application

To request graduate student development funds, the student will provide the following information on this form and send it to the Graduate Dean for approval (MS 4400). Attach any supporting documentation to this form.

Student Name:		Date:	
Department:		Address:	
Student ID#:	Phone:	E-mail:	
Criteria [Please mark the correct box(s)]			
<input type="checkbox"/> Attendance at:		<input type="checkbox"/> state	<input type="checkbox"/> regional <input type="checkbox"/> national meeting
<input type="checkbox"/> Presentation/workshop at:		<input type="checkbox"/> state	<input type="checkbox"/> regional <input type="checkbox"/> national conference
<input type="checkbox"/> Other (please specify):			
Location:		Date(s):	
Organization:			
Purpose (explain fully noting how it relates to course of graduate study):			
ESTIMATED EXPENSES		Date Received:	Amt. Approved:
Miles @ .295/mile \$		Department Action	Approved: _____ Date
Air	Non-approved: _____ Date		
Meals	_____ Date		
Other			
Total Estimated Expenses \$		GSAC Recommendation: _____ Date: _____	
		Approved by: _____ Graduate Dean	
		Date	Amt. Approved: