



Application for Professional Development Funds
TSSW Student Government Association

Partial funds may be reimbursed to degree-seeking students for professional development related to conferences and training opportunities. Funds may be used for a variety of purposes including, but not limited to conference registration, travel, lodging, and meals. All original receipts and proof of attendance must be submitted within five business days following the event to be eligible for reimbursement.

The following funding sources are available:

- Students who request funds from either the SGA or the TSSW Dean's office are expected to show partial responsibility for all funding requests.
Student Government Association (SGA). The SGA has a limit of \$250 for each student per semester with a lifetime award limit of \$750. Students can apply for future or past semester funding with special approval by the SGA President or Vice President (VP) of Finance.
TSSW Dean or DRLA Director. Additional monies beyond the SGA are available from the Office of the Dean for the School of Social Work or the DRLA Administration if you are a DRLA student. Funding from these administrative offices will only be authorized for amounts exceeding the maximum available from the SGA and are at their discretion.

Procedures:

- The student is responsible for completing this application and submitting it to the SGA VP-Finance and TSSW Assistant Dean at least three weeks before the travel date.
The SGA VP-Finance (or President in the absence of the VP-Finance) and Assistant Dean will review and receive appropriate approvals based on requested funds within two business days. Additional information about the professional development may be requested.
Request for payment will be submitted only after the student provides original receipts for expenses and evidence of attendance. Required receipts include boarding pass, hotel and meal receipts, conference name tag or other registration verification. These receipts should be provided to either or both: The SGA VP-Finance or Dean's Office Administrative Assistant if funds are approved from the Dean's office.
The student should mark on this application if the reimbursement check should be mailed or held for pickup. Mailed reimbursements will be sent to the address noted below on this application. If held, SGA reimbursement checks check will be available for pick up in the Lavin-Bernick Center (uptown campus), LBC - G11, open M - F, 8:30 a.m. - 5:00 p.m. Students receiving reimbursement from funds awarded by the Dean's office will be notified when their reimbursement is available. Please allow approximately 4-6 weeks for reimbursements.

Form with fields: Student Name, Date(s) of Event, Student Mailing Address, E-mail, Phone, Degree Program, Full / Part-Time, Name of Opportunity/Event, Location(s)

Purpose of Trip/Event: (Please discuss the relevance to social work and why it is important that you attend.)

## Application for Professional Development Funds *(continued)*

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<b>Travel Begin Date:</b>	<b>Time:</b>	<b>Traveling from:</b>	
<b>Travel End Date:</b>	<b>Time:</b>	<b>Traveling to:</b>	
<b>Airline (Name):</b>		<b>Total Airline Costs:</b>	
<b>Hotel/Lodging (Name):</b>		<b>Total Lodging Costs:</b>	
<b>Meals (Federal GSA Rates \$46-\$71/day – check rates at <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a>)</b>		<b>Total Meals Costs:</b>	
<b>Vehicle (note if rental or personal):</b>		<b>Total Vehicle Costs:</b>	
<b>Registration :</b>		<b>Total Registration:</b>	
<b>Other: (anything else not specified):</b>		<b>Total Other:</b>	

<b>TOTAL TRIP/EVENT COSTS:</b>	
<b>Total SGA Funds Requested:</b>	
<b>Total Dean’s Office Funds Requested:</b>	
<b>Student Responsibility Portion:</b>	
<b>Comments about Costs:</b>	

<b>Student’s Signature:</b>	<b>Date:</b>
<input type="checkbox"/> I would to pick up my SGA reimbursement check from the LBC.	
<input type="checkbox"/> I would like my SGA reimbursement check mailed to the address listed on page 1 of this request form.	

<b>SGA Approval Signature:</b> <i>(VP Finance or President)</i>	<b>Date:</b>	<b>Amount Approved:</b>	
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<b>Assistant Dean’s Signature:</b> <i>(Required if funds requested from Dean’s Office)</i>	<b>Date:</b>	<b>Amount Approved:</b>	
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<b>Dean’s Signature:</b> <i>(As required)</i>	<b>Date:</b>	<b>Amount Approved:</b>	
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**All original receipts and proof of attendance must be submitted within five business days following the event to be eligible for reimbursement.**