

**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:

- Student Government Association (SGA). The SGA has 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 / DRLA Administration. Additional monies beyond the SGA may be available from the Office of the Dean for social work students or from the DRLA Administration for disaster resilience leadership students. Funds from either administrative office will only be authorized for amounts exceeding the maximum available from the SGA and are made at the discretion of either administration.
- Student. Students who request funds from either the SGA or the TSSW Dean's office **must** show partial responsibility for all funding requests.

Procedures:

- The student is responsible for completing this application and submitting it to the SGA VP-Finance at least three weeks before the travel date.
- The SGA VP-Finance (or President in the absence of VP-Finance) and TSSW/DRLA administration (Assistant Dean for Social Work; Director of Student Services for DRLA) will review and receive appropriate approvals based on requested funds. Additional information about the professional development may be required by SGA.
- The SGA VP-Finance and TSSW/DRLA administration will submit for payment only after the student provides original receipts for expenses and evidence of attendance via boarding pass, conference name tag, other registration verification.
- 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 TSSW/DRLA administration will be notified when their reimbursement is available. Please allow approximately 4-6 weeks for reimbursements.

Traveler's Name:	Date(s) of Event:
Traveler's Mailing Address:	
E-mail:	Phone:
Degree Program:	Full / Part-Time:
Name of Opportunity/Event:	
Location(s):	

Purpose of Trip: <i>(Please discuss the relevance to social work and why it is important that you attend.)</i>		
Travel Begin Date:	Time:	Traveling from:

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

TOTAL TRIP COSTS:	
Total SGA Funds Requested:	
Total Dean's Office Funds Requested:	
Student Responsibility Portion:	
Comments about Costs:	

Student's Signature:	Date:
<input type="checkbox"/> I would like 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.	

SGA Approval Signature:	Date:	Amount Approved:	
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TSSW/DRLA Administration:	Date:	Amount Approved:	
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Dean's Signature <i>(if required):</i>	Date:	Amount Approved:	
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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.