

Request for Professional Development Assistance

Requestor's Name: _____ EID: _____ Date: _____

Description of Professional Development (event, location, time):

Student's role in activity (giving a paper or poster, other):

Estimated Costs:

Airfare: _____

Lodging: _____

Meals: _____

Registration: _____

Other: _____

Total: _____

Amount originally account: _____

Requested from JSG Account: _____

Amount previously funded by JSG: _____

Balance (if this action is approved): _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

AMOUNT APPROVED FOR THIS REQUEST: _____