

Request for Professional Development Assistance

Requestor's Name: _____

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 accounted _____

Requested from JSG account _____

Amount previously funded by JSG _____

Balance (if this action is approved) _____

Approved: _____ Amount: _____ Disapproved: _____

Supervisor's Name: _____ Date: _____
