

Request for Professional Development Assistance (PDA)

(Form is due at least two weeks prior to travel arrangements)

Student's Name: _____ EID: _____ Date: _____

Program Description: _____

Event Name: _____

Event Dates: _____ Location: _____

Student's Role in Activity (giving a paper or poster, other): _____

Account Balance and Cost Estimate

A	Original Amount Awarded	
B	Amount Previously Funded	
C	Balance Prior to this Request (A-B)	

Cost Estimate (Current Request)

	Airfare or Other Transportation:	
	Lodging:	
	Meals:	
	Registration:	
	Other (except consumables):	
D	Estimated Total for this Request:	
E	Balance if this Action is Approved (C-D)	

To be Completed by Advisor

Advisor's Name: _____
Use of PDA funds for this Trip is: Approved Disapproved
Advisor's Signature: _____ Date: _____

***Additional instructions to student: Once this PDA form is approved and signed by your advisor, please attach it to your RTA form and submit them to geobus@jsg.utexas.edu. Please allow 5-10 business days for processing. You can proceed with travel arrangements only after you've received your RTA approval reference number in your email. For events scheduled no later than three months post-graduation, RTAs must be submitted prior to graduation date. For questions, please contact us at geobus@jsg.utexas.edu**