



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Student Professional Development Request Application

To request professional development funds, the student will provide the following information on this form and send it to the Graduate Dean for approval (Academic Hall 132 - MS 3400). Attach any supporting documentation to this form.

Name:		Banner ID:		Date:	
E-Mail:			Phone:		
Undergraduate		Graduate			
Department:			Major GPA:		
Major:			Overall GPA:		
Address:		City:	State:		Zip:
Criteria [Please mark the correct option(s)]					
Attendance at		state	regional	national meeting	
Poster Session at		state	regional	national conference	
Research Presentation at		state	regional	national conference	
Other Professional travel (specify)					
Location:				Date(s):	
Organization:					
Purpose (If it does not relate to course of academic study): Attach an abstract if applicable.					
ESTIMATED EXPENSES		Signature of Department Chair: _____ Date: _____		Amount(s) Allocated From Other Funding Sources: (i.e. FFR, grants, etc.)	
Miles @ .370/mile	\$	Signature of College Dean: _____ Date: _____			
Air	\$	Signature of Graduate Dean: _____ Date: _____			
Room	\$	Signature of Graduate Dean: _____ Date: _____			
Meals	\$	Signature of Graduate Dean: _____ Date: _____			
Registration	\$	Signature of Graduate Dean: _____ Date: _____			
Other	\$	Signature of Graduate Dean: _____ Date: _____			
Total Expenses	\$	Signature of Graduate Dean: _____ Date: _____			

All information fields above (including signatures) related to College Action, Department Action, and Other Funding Sources must be completed prior to sending to Graduate Studies. If no action, report "\$0" as amount allocated.