

CONFERENCE AND PROFESSIONAL DEVELOPMENT REQUEST FORM

IMPORTANT NOTE: The completed Graduate Student Funding Request Form must be submitted **at least eight (8) weeks** before the date of the event. In order to complete the form, you may need to gather additional documents or signatures from various individuals and departments on-campus and off -campus. Additionally, revisions may be requested before the form can be accepted. Allow sufficient time to complete all of these tasks and still be able to turn in the form **at least eight (8) weeks** before the date of the program.

CONTACT INFORMATION

Student Name		Panther ID#		
College/School		Department		
Address				
City	State	Zip Code	Email Address	Telephone #
Total Amount Requested				

CONFERENCE AND PROFESSIONAL DEVELOPMENT QUESTIONNAIRE

Title of work		
Authors		
Event name	Type	
	<input type="checkbox"/> Conference <input type="checkbox"/> Professional development* (For professional development, you must agree to present the skills learned at a later workshop at FIU)	
Date of event	Location of event	
Registration Fees	Transportation Costs	
\$	\$	
Total Cost	Amount Requested	
\$	\$	
Have you ever been an OPS or payroll employee of FIU?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
College	Department	
Advisor	Department Secretary	
Have you been fundraising?	If yes, how much have you raised?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
Do you have any other sources of funding?	If yes, please list sources and amount	
<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
		\$
		\$
Comments		

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Please sign below affirming you have read and will adhere to the Student Government Association and Hpcpeg'Eqo kwgg guidelines and regulations (Available online at u icddehw0f w=0)

Signature	Date

PLEASE NOTE: You must submit **all photocopies of receipts** to the SGA office, Y WE'523 for reimbursement within **one (1) week** of return. Email receipts should be accompanied by either credit card statement or any other documentary proof. Approved funding has upward to **four (4) weeks** to be claimed.

FOR OFFICE USE ONLY			
APPROVED	Amount Approved	Received by	Date
REJECTED	\$ _____	_____	_____

FUNDING REQUEST CHECKLIST

In order to receive the funds from the Hpcpeg'Ego kwg the following tasks must be completed:

TASKS BEFORE TRAVEL	INITIALS
Complete this form. Answer all questions and print out a copy.	
Attach a letter of support from your advisor (on FIU letterhead).	
Attach a summary of benefits to the State of Florida and FIU.	
Attach an invitation or acceptance letter confirming your participation in the event.	
Attach the proposed budget for items that the Hpcpeg'Ego kwgg can reimburse *f q"P QV'kpenmf gtaxes FIU does not pay taxes).	
Attach documentation in support of your budget (quotes, brochures, etc.)	
Complete and attach the Release and Indemnity Agreement.	

TASKS AFTER TRAVEL	INITIALS
Submit official invitation letter	
Submit photocopies of the receipts of airfare including boarding passes or car rental charges and registration fees.	
Submit a photocopy of the conference program where presentation was made.	
Submit a photocopy of the abstract of the paper presented at the conference (Only for conference funding).	

*Please keep a copy of this page for your records.