Professional Development Conference/Travel Request Form

In an effort to support professional development opportunities, Student Development and Programs is pleased to offer its Professional Development Conference/Travel fund. Funds are provided to SDAP staff members who are attending and/or presenting at a conference.

Expectations of staff members requesting funds:
- Prior to program proposal submission discuss with direct supervisor
- Utilize early bird registration when possible
- Find a roommate to help share room cost
- Provide a written summary of the conference within 5 business days of your return

All requests must be submitted and approved by your direct supervisor. Once you have received approval from you direct supervisor, please submit to JJ for fund approval. **Priority consideration will be granted to request forms submitted by Friday, August 31, 2012.** Once approval is complete, you will receive an email from JJ with final amount granted.

Name _____   **Department** _____

Telephone_____   **Email**_____

1. **Conference Information:**

    a. Name of Conference _____

    b. Date(s) _____

    c. Location _____

    d. Institution/Organization Sponsoring Conference _____

    e. Are you presenting at the conference? _____
       If yes, please complete the presentation information section on page 2

    f. Type of presentation *(Examples: General Session, Pre-Conference Presentation, Roundtable, Poster Session)*
       _____

2. **Additional Funding:**
    a. Are you receiving funding for the conference from other sources? _____

    b. If yes, please list sources: _____

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3. Budget for Conference/Travel:

  a. Transportation (specify, please) $_____

  b. Registration $_____

  c. Lodging $_____

  d. Other Cost (please explain) $_____

Will you be sharing a room and/or travel expenses with another SMU staff member?

_____

If so, who? _____

*Please note: SDAP does not provide reimbursements for alcoholic beverages.

Total Cost $_____

Compared with other conferences as it relates to your professional development, how would you rank this conference? (Please select one option)

Top   Very High   High   Medium   Low

Presentation Information:

1. Title and description of presentation (please include abstract and proposed learning outcomes):

Requestor   _____ **Date** _____

Supervisor   _____ **Date** _____

Approval   _____ **Date** _____

      Jennifer "JJ" Jones
      Executive Director, Student Development and Programs