

**PITTSBURG STATE UNIVERSITY
KELCE COLLEGE OF BUSINESS
STUDENT ACADEMIC EVENT SUPPORT**

Request for Professional Development OAA Foundation Funds (Form revised: January 2022)

Available to full-time undergraduate or graduate students or
student groups for participation in academic related activities.

E-mail completed form to: cob@pittstate.edu

Purpose: Participation in academic related activities such as competitions, professional presentations, and performances.

Awarding of funds will be processed by the Dean's Office; completion of all required paperwork (application and all travel expense payments or reimbursements) is to be initiated by the **faculty sponsor or applicable academic office assistant**.

This form must be FULLY COMPLETED to be considered.

Is this application for a(n) - (please check one):

Individual Student Student Group _____ Number of students participating

1. Faculty representative or sponsor (first and last name): _____

Faculty representative or sponsor e-mail address: _____

Individual Student Name: _____ OR

Student Group Name: _____

Please check one:

Undergraduate Graduate

Name of person completing form: _____

2. Name of conference or professional development activity: _____

3. Location of conference or professional development activity: _____

*Please note if online only.

4. Date(s) of conference or professional development activity: _____

5. Date(s) of participation: _____

6. Guidelines for applications:

- a) Available to undergraduate and graduate full-time students, either individuals or student groups, for participation in academic related activities defined as competitions, professional presentations, and performances.
- b) Only one request per year. A maximum of \$500 for an individual student or \$1,000 for a student group.
- c) Request may originate from a faculty member but must pass through the dean for review.
- d) Matching funds are encouraged but not required.
- e) Applications will be reviewed and awarded on a "first come, first served" basis with limited funding available each semester.
- f) Final review and determination of award is by the College Dean's Office.
- g) One month following the event, the student or student group must submit a brief, one-page report (including a THANK YOU statement to the PSU Foundation for providing this funding) to the faculty member supporting the request, as well as to the College Dean. Failure to submit this report could result in request for refund of the prior approved funding from this source.
- h) Any advertising/media regarding funding for this event should include: "...partial funding provided by the Pittsburg State University Foundation."

7. Description: Please provide the following information in the text box below.

- a) Brief description of the event.
- b) Names of those involved with the event (PSU affiliated only).
- c) Any other additional information you believe important to support this request for funding.

8. Estimation of Travel Expenses:

a) Complete travel details (items 13-16 below) _____
and the total cost from item 17 will pull into this cell

b) Enter amount here of requested funding: _____
(\$500 individual student, \$1000 student organization)

9. Have you been awarded support for this event from other available possible funding sources?

Yes

No

Please list those sources and amounts here: _____

10. Approvals:

Faculty Advisor: _____

Date: _____

Dean: _____

Date: _____

Travel Details

11. Travel Origin/Destination:

From (City/State): _____ To (City/State): _____

12. Dates/Time of Travel:

Departure Date: _____ Departure Time: _____
(1 day before only)

Return Date: _____ Return Time: _____
(1 day after only)

13. Travel expenses (refer to Kansas State Travel Policies for appropriate allocations):

Travel by: Private Car State Vehicle Commercial Plane

Other travel (please explain) _____

Private Car – Estimated Cost:

miles _____ x Current mileage rate (\$0.56) = _____

14. Subsistence:

Meals Estimate: _____

Lodging Estimate: _____

Total: _____

15. Registration Fee: Enter # of students x registration fee = total amount for registration -enter this lump sum amount here. (Explain if meals or lodging are included.)

16. Miscellaneous costs: (include taxi, shuttle, tolls, tips, etc.) _____

PLEASE NOTE: Rental car will not be reimbursed unless necessary to reach final destination.

Explain: _____

17. Total anticipated cost of travel: _____