



**PITTSBURG STATE UNIVERSITY
COLLEGE OF TECHNOLOGY
STUDENT ACADEMIC EVENT SUPPORT**

Request for Professional Development OAA Foundation Funds

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

FORWARD COMPLETED FORM TO: COT Dean's Office

Purpose: Participation in academic related activities such as competitions which come about as a result of academic, classroom work as well as professional presentations and performances.

Awarding of funds will be processed by the College of Technology 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 department assistant.**

This form must be typed and FULLY COMPLETED to be considered.

Is this application for a (please check one):

Individual Student

Student Group

1. Faculty representative or sponsor:

(First Name) (Last Name) (Email and Phone or Campus Ext.)

Individual Student Name: _____ OR Student Group Name: _____

Please check one: Undergraduate Graduate

2. School/Academic Area: _____

Office Contact Person: _____

3. Name of conference or professional development activity: _____

4. Location of conference or professional development activity: _____

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

6. Date(s) of travel: _____

7. Guidelines for applications:

- a. Available to undergraduate and graduate full time students, either individuals or student groups, for participation in academic related activities which come about as a result of academic, classroom work as well as professional presentations and performances.
- b. Only one request per academic department or unit 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 department chair and dean for review and recommendation.
- d. Matching funds from the department and college 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 copies to the Department Chair & 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."

8. **Application Process:** (Please submit the following and attach to this application form, after it has been signed by student/group rep, faculty member & department chair.)

- 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.
- d. Copies of other applications/formal requests for this event and amount of award (copy of award letter attached, if applicable), if known.

9 **Estimation of Travel Expenses:**

a. Complete travel details (items 12-17 below) and enter total amount here:

b. Enter amount here of requested funding: **\$500 for individual student; \$1,000 for student organization**

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

Yes

No

Please list those sources and amounts here:

11 Approvals:

Faculty Member _____

Date _____

Chairperson _____

Date _____

Dean _____

Date _____

Travel Details

12. Travel Origin/Destination:

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

13. Dates/Time of Travel:

Departure Date: _____
(1 day before only)

Departure Time: _____

Return Date: _____
(1 day after only)

Return Time: _____

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

Insert current rate
here

Travel by:	a.) Private car	# miles _____	x	=	_____
	b.) State vehicle	# miles _____	x	=	_____
	c.) Commercial plane	# students _____	x	=	_____
	d.) Other travel - explain			=	_____

15. Subsistence:

a.) Meals: (Enter \$ amount for # of students X daily allowable per diem X # days)

b.) Lodging: (Enter # of nights X # of students here)

c.) Daily Allowable Room Rate + Taxes:

Total: _____

16. 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.)

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

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

Explain: _____

18. Total anticipated cost of travel:
