



**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

☐

Faculty representative or

1. 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: