

## **Funding Support for Graduate Student Professional Development**

### **Instructions for Requesting Support**

The Graduate School will assist students with professional development expenses by reimbursing up to \$50 per student per professional development event attended. Students are not required to present at the event to receive this support. Events may be attended in person or virtually.

#### Student Responsibilities:

1. Prior to the event, complete, sign, and submit the Professional Development Funding Request to your Director of Graduate Studies. Download the form at <https://gradschool.siu.edu/about-us/forms.php>
2. Attend event and save all receipts for event expenses paid.
3. Within 14 days after the event, submit all receipts and supporting documents to your Director of Graduate Studies or program staff. The program staff will submit these documents along with either a Travel Expense Voucher (for in-person attendance), or an Invoice Distribution Form (IDF) (for virtual attendance), to the Graduate School – [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).
4. Supporting documents include copies of receipts, a copy of the event flyer or program cover page that shows the name and dates of the event.
5. Be sure to also request reimbursement from the Graduate & Professional Student Council (GPSC) by visiting <https://gpsc.rso.siu.edu/travel-funding-guidelines-and-forms/> . This is a separate process.

#### Program Responsibilities:

1. Prior to the event, sign the student's Professional Development Funding Request. Determine if the program, school, or academic college has additional funds to support the student. If there are funds available, the fiscal officer should sign the request and note the funds available. Finally, submit the request to the Graduate School via [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).
2. Within 30 days after the event, accept the student's receipts and supporting documents. Submit these documents along with either a Travel Expense Voucher (for in-person attendance), or an Invoice Distribution Form (IDF) (for virtual attendance), to the Graduate School via [gradbusiness@siu.edu](mailto:gradbusiness@siu.edu).