

## Graduate Student Professional Development Award Check List

- Student fills out GSPD [Travel Application](#)
- Student obtains all appropriate signatures and submits the application to the Graduate College
- Student receives an email acknowledgement from Graduate College on approval/denial of funding
- Student works with Departmental Administrative Assistant to complete [“Request for Travel Form” \(RFT\)](#)
- Admin. submits “Request for Travel Form” to Graduate College. Making sure all appropriate documentation (conference registration, airfare/mileage estimate, lodging costs) is submitted along with the RFT. Also, making sure to obtain student’s signature and Department Chair’s signature before submitting.
- Graduate College reviews the RFT and documentation for final approval.
- Within five (5) days of returning from travel, the student turns in **ALL ORIGINAL RECEIPTS** to the Graduate College.
- The Graduate College processes the RFT for a reimbursement voucher. The Graduate College will contact the student via email and at that time the student will need to come to the Graduate College to sign the reimbursement voucher form before final approval.
- Accounts Payable will process the payment to the student.