

(B.) Briefly describe the proposed project/activity and its job relatedness in 250 words or fewer.

Part C: Budget Summary

Complete only those sections that are applicable to the proposed project or activity. Expenditures must be itemized and justified. A separate Budget Summary must be completed for each project or activity for which funding is being requested, not to exceed a total of \$1,000 per award period.

Expenditures	Funding Sources	
	PDP Funds	Other*
1. Travel and related expenses for each trip a. Lodging @ _____/day x ____ day(s) Date(s): - Location: _____ b. Meals @ _____/day x ____ day(s) Date(s): - Location: _____ c. Transportation Mode _____ Amt _____ Date(s): - From _____ To _____	_____ _____ _____	_____ _____ _____
2. Tuition for specialized course work / internship not part of degree program (at SUNY maximum rate for level) No. of Credits _____ Institution _____	_____	_____
3. Registration fee for conference, seminar, or workshop attendance Specify _____	_____	_____

Expenditures	Funding Sources	
	PDP Funds	Other*
4. Other Expenses (Specify)**		
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____
TOTAL REQUESTED		

*Identify Other Sources: _____

**Justification for each item under 4. Other Expenses: _____

By checking the box below and signing this application you acknowledge the following:

I have read the Professional Development Program Guidelines and understand that only documented expenditures pursuant to the Guidelines, the New York State Comptroller's Rules and Regulations, and approval by the appropriate campus staff will be reimbursed. I also understand that I must have prior approval for any changes made to the project or activity and that the NYS/GSEU Professional Development Program must be acknowledged as a funding source.

Please list all attachments being submitted, as required by the *Professional Development Program Guidelines*.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Applicant's Signature _____ Date _____

Send applications, with attachments by the date specified in *Professional Development Program Guidelines* to your campus human resources office.

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