# Graduate Professional Development Award

If you have been accepted to present at a recognized conference, you may submit a Graduate Professional Development Award application to the Graduate Coordinator and receive support. During the past few years the support amount has been typically been $400 per student, per year.

1. **Fill out the attached application.**

2. *Submit all paperwork to the Graduate Coordinator **at least two weeks prior to the conference.***

   Submit the application to the Graduate Coordinator along with:
   - A copy of the abstract
   - Proof of acceptance for the conference (an email will suffice)

   Once the application is approved an approval email will be emailed to you.

3. **Book your travel. You are no longer required to use the UT Concur site.**

4. **Save your receipts.**
   Your name must be on all receipts in order to be reimbursed. If you share a hotel room, please be sure your name is included on the bill.  Any receipts that do not include your name will not be reimbursed.

5. **Submit your receipts within 30 days**
   Upon return, you have 30 days to submit your receipts to the Graduate Coordinator (hotel, conference registration, etc.).

   If you do not submit your receipts within 30 days, you will not be reimbursed per UT-Austin policy.

# Department of Advertising
## Graduate Professional Development Award

NAME: _____ DATE: _____

E-MAIL: _____ EID: _____

What conference/meeting are you planning to attend (please list full title)?

_____

Location of meeting:

_____

Date of meeting:

Has your paper been accepted for presentation?

If not, when do you expect to know whether or not it has been accepted?

**PLEASE ATTACH AN ABSTRACT OF THE PAPER(S) THAT YOU WILL PRESENT** with a list of all authors as they will appear in program.

Please list the dates during which you plan to attend the meeting:

From: ____  ____  ____          To: ____  ____  ____
     Month  Day  Year              Month  Day  Year

Estimate the costs associated with attendance at the meeting. Please provide accurate and current airfares. If you plan to travel by car, please list the mileage rate.

    Conference registration: _____

    Transportation: _____

    Hotel _____

                          _____

              TOTAL _____

SAVE ALL RECEIPTS FOR CATEGORIES LISTED ABOVE
Please state other sources which might be used to partially defray costs. Include amounts available.