

NYUSteinhardt

USG | Undergraduate
Student
Government

Steinhardt Undergraduate Student Government's Annual Professional Development Reimbursement Application

Deadline: Friday, April 25th, 2014 at 5:00 PM

- A portion of the USG budget is set aside to support students in their professional development. Reimbursements are offered on a competitive basis to undergraduate students of good academic standing in the Steinhardt School of Culture, Education, and Human Development to help offset the cost of various professional activities related to their studies (i.e. attending professional conferences, research projects, art exhibits, musical performances, speaking engagements, etc.). Expenses for class related activities, certifications, and exams **will not** be reimbursed.
- Reimbursements are awarded on a need basis. Funds can be used toward conference fees, travel and accommodation expenses, and presentation supplies that have already been purchased. No personal expenses, food, or beverages will be covered. **Please note that these reimbursements are competitive and that the application process does not guarantee that funds will be awarded. Also, no reimbursement will exceed \$1,000 per student, per semester. In some cases, partial reimbursements will be awarded.**
- The Professional Development Reimbursement selection committee consists of all Executive Board members (on a necessary basis the Undergraduate Student Government advisor will be consulted). They will review each application and determine reimbursement amounts.
- Incomplete reimbursement applications will not be considered.
- It is the responsibility of the student to hand in proof of payment with application, including original receipts. **Grants cannot and will not be awarded without receipts. Receipts must be dated no earlier than December 2013.**

- Grant recipients will be invited to and recognized at the Steinhardt Undergraduate Awards Gala in late spring. **Eligibility Requirements:**
 - . 1.1.1. Applicants must be matriculated undergraduate students in the Steinhardt School of Culture, Education, and Human Development.
 - . 1.1.2. Reimbursements will be given only for professional work or activities in connection with the student's program of study or professional development. Reimbursements will not be awarded for such things as tuition, loans, student fees, organization dues, books, coursework activities, or coursework supplies.
 - . 1.1.3. Applications should be submitted only once for each event or activity. Applications should not be submitted for activities that are being paid for by other funding sources.
 - . 1.1.4. The reimbursement application must be completed in full and submitted by the stated deadline. Late, incomplete, or illegible applications will not be considered.
 - . 1.1.5. All original receipts must be attached and legible for the application to be considered.

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Due By: Friday, April 25th, 2014 at 5:00 PM - Please submit completed applications under the **USG Office Door on the 3rd Floor of Pless Hall** with receipts and any additional answer pages attached in an envelope. - For additional information and/or questions please reach out to **Jessica Hawk at jlh548@nyu.edu** -

Name: _____

N#: _____

NYU E-mail: _____

Phone Number: _____ **Year:** _____

Major: _____

Date, Time, Location and Cost of the event you attended:

Description of the event that you attended:

Why do you believe your activity/project should be considered professional development? (100-300 words):

What new knowledge have you gained? (100-300 words):

Recipients will be notified by e-mail on or before Wednesday, April 30th, 2014.

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THE CHECKLIST

The following components must be included to constitute a complete application:

___ Professional Development Grants Application Questions

___ Original Receipt(s) (or Bank Statements if missing)

___ Completed Reimbursement Form, found on the Steinhardt USG "Resources" page below:

<http://steinhardt.nyu.edu/usg/resources>

___ ****If you will be applying for reimbursement of travel expenses**** Completed Travel Reimbursement Form

Found at the following link:

<http://www.nyu.edu/financial.services/cdv/pdf/exp2000T.pdf>

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