

**To apply for a Student Professional Development Grant:**

1. Fill out this form and attach the conference brochure and/or workshop outline.
2. Provide an estimate of all costs with documentation of each item.

**After the conference/workshop:**

1. Proof of attendance and/or completion
2. Submit expense claim form with all itemized receipts.  
Please note: For flights, boarding passes must be submitted for reimbursement.
3. Claims must be submitted within 60 days of completion.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Michener E-Mail: \_\_\_\_\_ Program: \_\_\_\_\_ Year: 1  2  3

Name of Conference/Workshop/Event: \_\_\_\_\_

Start & Completion Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Will you be presenting at the Conference/Workshop/Event: Yes  No  Are you attending for networking purposes: Yes  No

Travel out of City: Yes  No  Location: \_\_\_\_\_

**Describe how the conference/ activity supports and enriches your personal/ professional growth:**

Please attach a separate page if you need extra space.

**Briefly describe and attach proof of how you intend to use Michener branded materials such as PowerPoint templates etc., if applicable:**

I have read and understand Michener's Expense Policy:  Yes  No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART A: Estimated Spending for this Professional Development**

Expense Items	Estimated Costs*	Document Required
Registration Fee		Conference Brochure/Workshop Outline/Registration Confirmation
Accommodation		Tentative Reservation Notice
Travel		Train/Flight/Bus/Car <i>(please include quotations and/or receipts)</i>
Other		
Estimated Total		

*\*Please note: The Student Professional Development Grant does not cover meal expenses*

**PART B:** (For office use only)

Grant Advance		<i>Advanced @ 75% of total estimated grant</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Final Expenses		<b>Notes:</b>
Total Less Advance		
Final Amount Owed to Student		

All final documents/receipts have been received Yes  No

All documents have been reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PART C: Reference**

STUDENT PROFESSIONAL DEVELOPMENT FUND:

<http://michener.ca/admissions/scholarships-bursaries-and-awards/student-grants/student-professional-development-grant/>

EXPENSE CLAIM FORM

[PDF](#) [Excel](#)