

# Professional Development Packet (PD)

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# Bylaws

- Each packet is one (1) per person.
- Must be a Undergraduate Student at the West campus.
- Student must submit the packet six (6) weeks prior to the travel departure date. This allows for enough processing time and a smooth travel process.
- Each Undergraduate student who is applying, is allowed up to \$450.00 in reimbursement.

# Other Requirements...

- Must contact a senator for senate sponsorship. Each bill for USGW funding must have a bill face. Student must contact a senator 1-2 weeks before submission (respectfully).
- Must have quotes of travel and expenses.
- A flyer or some sort of document explaining the conference, workshop... etc.
- Must have a letter from an advisor, faculty/staff, professor...etc.
- Must be present at the Senate Committee on Appropriations.
- Must meet stipulations on time.

# Packet

Link for the funding packet:

<https://eoss.asu.edu/usgw/funding>

Also, you must include the USG Travel Form:

file:///C:/Users/lgall/Downloads/USG%20Travel%20(2).pdf

Questions?