



Professional Development Fund Awards for 2021-2022

Purpose of Professional Development Funds:

Candler School of Theology encourages student participation in professional conferences and meetings, as well as other learning experiences offered by other organizations. The Professional Development Fund offers financial support for these events during Fall and Spring semesters. **These Professional Development funds are not available for any course for transfer or Candler credit, or for any Candler or Emory --sponsored international on or off-campus study opportunities.**

Eligibility:

An enrolled student may receive funding through this program for **no more than one event per semester and a total of three events during her or his enrollment at Candler.** Generally, no more than five students will be sponsored for any one event. The Registrar must verify that a student is in good academic standing (not on academic probation) at the time of application.

Award Amounts:

Awards may be offered for reimbursement of up to 75% of the total cost of the event, including registration, travel, lodging and meals, with a **maximum of \$300 per award** as long as funds are available. Extenuating circumstances and unusual financial need will be considered individually. These decisions will be made by the Assistant Dean of Student Life and Spiritual Formation in consultation with other administrators and faculty.

Application Process (two weeks *before* the event):

Students must complete the attached **Professional Development Fund Application Form and the [Compass Financials Access Request Form](#)** – AS SOON AS POSSIBLE.

The application and supporting materials should be delivered to the Office of Student Life at least two weeks prior to the registration for the event. Students will be notified regarding the status of their applications by email with an award letter to follow.

Reimbursement Process (one week *after* the event):

Funds are payable following the event as a travel reimbursement. Reimbursement comes from Emory University, and the process can be slow. Following the event, you must submit the following documents for reimbursement:

- all original receipts related to conference expenses, such as food, travel, lodging, registration fee, etc.,
- [Evidence of Professional Growth form](#), AND
- [completed Travel Expense Report form](#)

Guidelines for Submitting Receipts:

- **Airfare – You MUST use Emory’s approved travel agencies: Call 404-727-3000. Tickets that are not booked through approved vendors will not be eligible for reimbursement.**
- Tape each receipt individually to a blank piece of paper. On each piece of paper with the attached receipt, clearly write your name, the date of the expense, the amount of the expense, and the method of payment.
- Credit or debit card payments must show the name on the card and the last 4 digits of the card number; a credit card or bank statement showing the payment was accepted
- Emory University does not reimburse for gas, but will reimburse for mileage. To be reimbursed for mileage, print a copy of directions with starting and ending addresses using Google Maps or Map Quest. Mileage which exceeds the cost of a plane ticket will only be reimbursed up to the amount of the plane ticket.
- Alcohol will not be reimbursed.

Questions about the Professional Development Fund may be directed to the [Reverend Ellen Echols Purdum](#), Assistant Dean of Student Life and Spiritual Formation.

Note: Reimbursements will be processed only after all required receipts and required documentation is turned in.

**PROFESSIONAL DEVELOPMENT FUND AWARD
APPLICATION**

(Print or type)

Name: _____ Degree Program: _____ Year: _____

Student ID Number: _____

Address: _____

City/State/Zip: _____ Phone: _____

Email: _____

Name of Educational Event/Conference: _____

Sponsoring Organization: _____

Dates: _____

Please write a typed paragraph to answer each of the following questions:

1. How will participation in this event enhance your educational experience at Candler, and your growth as a professional in your field of interest?
2. In what ways will you contribute to the life of the Candler community as a result of participation in this event?

Endorsement of Faculty Advisor: I support the sponsorship of _____

in attending: _____

Faculty Signature: _____ Date: _____

Certification of Academic Standing: _____
is in good academic standing at Candler School of Theology.

Authorized Signature: _____ Date: _____

(Registrar)

Note: Please allow 7 days for this step.

Projected Budget

Estimated Airfare: _____

Number of Days Attending: _____

Estimated Hotel/Lodging Expenses: _____

Estimated Food Expenses Per Day: _____

Total Hotel/Lodging/Food Expenses: _____

Registration Fee: _____

Other Estimated Expenses: _____

Contribution(s) from other source(s): _____

Name of contributor (s): _____

Total Estimated Expenses: \$ _____