COLLEGE OF DESIGN
UNIVERSITY OF MINNESOTA

2008-09 Undergraduate Professional Development Funding

ELIGIBILITY

- You must be a current CDes undergraduate student enrolled in one of the following majors: architecture, clothing design or pre clothing design, environmental design, graphic design or pre graphic design, housing studies, interior design or pre interior design, retail merchandising
- The meeting, function, seminar, conference, membership fee or event should be related to your major. You may also use these funds to pay for professional or student membership fees.

INSTRUCTIONS

- Submit your application form to your director of undergraduate studies/program director. If approved, you will be reimbursed for the amount approved and the expenses incurred. Payment will be made only after expenses have been incurred.
  - If submitted to your director of undergraduate studies/program director *prior* to incurring expenses, include an estimate of the expenses you will incur for which you are seeking reimbursement.
  - If submitted to your director of undergraduate studies/program director *following* the event/expenditure, include receipts for the actual expenses incurred for which you are seeking reimbursement.
- After obtaining approval, submit form and receipts to Kim Hindbjorgen, CDes Student Services in 12 McNeal or 107 Rapson Hall. You will receive your reimbursement 2-3 weeks after submission to Student Services.

DIRECTOR OF UNDERGRADUATE STUDIES/PROGRAM DIRECTOR CONTACT INFORMATION

Architecture: Nancy Miller nmiller@umn.edu	Housing Studies: Marilyn Bruin mbruin@umn.edu
Clothing Design: Elizabeth Bye ebye@umn.edu	Interior Design: Denise Guerin dguerin@umn.edu
Environmental Design: David Pitt pittx001@umn.edu	Retail Merchandising: Kim Johnson kjohnson@umn.edu
Graphic Design: James Boyd Brent, jboydbre@umn.edu	

APPLICANT INFORMATION

Student Name:_____ Student ID:_____
First Last

Address: _____

Phone:_____ U of M Email: _____ Major: _____

Amount Requested: $_____ I am employed by the University of Minnesota ☐ yes ☐ no

Please attach a brief explanation of how this applies to your major, and the expenses for which you are seeking reimbursement, include who, what, when, where and why. If attending an event or conference, please indicate: a.) name of event, b.) event date and c.) event location. If you are attending an event or function you will be reimbursed only after the event has occurred.

Receipts Attached: ☐ yes ☐ no

Student Signature:_____ Date Submitted to Program Director:_____

APPROVAL BY PROGRAM DIRECTOR

Approved by (please print):_____ Amount Approved: $_____

Signature: _____ Date: _____

ADMIN ONLY – DO NOT WRITE IN THIS SPACE