



Professional Development Assistance (PDA)

What is it?

A portion of the Student Senate budget is appropriated for providing Professional Development Assistance (PDA) awards to partially reimburse CU Anschutz students for expenses incurred during events related to their educational and professional development. This primarily means attending conferences and other professional events. Student Senate encourages students to actively seek opportunities to develop their professional networks and their knowledge to enable them to have a successful career after graduation.

How it works

1. After your event is over, submit an application [using our online form](#).
2. Be prepared to attach a copy of your payment receipt from your registration fees or other related expenditures.

The receipt MUST:

- a. come from the vendor
- b. have your name
- c. provide confirmation of payment
- d. include the event name, location, and dates. If the event information is not on the receipt, a copy of your registration confirmation attached with your receipt is sufficient – but this information cannot be simply written in and must come from the vendor.

Note that a screenshot of a cash transfer app transaction such as Venmo or Square Cash will NOT be accepted as valid documentation of purchase.

3. Additionally, please attach proof of payment via either a cancelled check or via a bank or credit card statement showing the transaction on your account

Each application will be reviewed and decided upon on an individual basis by the Student Senate Finance Committee. Senate will attempt to award funds on an equal and fair basis. There is no guarantee on the award or amount provided. There are many students requesting reimbursement, so this is a competitive process.

Once your request is approved by Student Senate, the Office of Campus Student Services (OCSS) will do one final review of your application materials to make sure that the substance of your request and your documentation meet the university's fiscal policy. If no issues are found, OCSS will submit your reimbursement to the procurement office for processing and a check will be mailed to you.

The time it takes from submitting the form to receiving the check can vary, but expect the process to take at least a month.

The Rules

- The maximum reimbursement is \$75.00 per student per academic year.
- Reimbursable expenses include:
 - Conference registration fees
 - Lodging
 - Other rare exceptions, determined on a case by case basis
- Expenses that will not be reimbursed include and are not limited to:
 - Airfare, Mileage, or other travel expenses



- Expenses related to curriculum requirements (i.e. clinical rotations or certifications)
- Memberships in professional organizations
- Subscriptions to professional journals
- Any conference or event that can be determined to be a lobbying effort
- Meals/per diems
- Events attended must have taken place within the United States - no international events will be reimbursed.
- Funds will be awarded only to those students whose expenses are related directly to their education at the University of Colorado Denver | Anschutz Medical Campus.
- Incomplete or incorrect applications may be disregarded or denied.
- Any statements provided on the application may be used by Student Senate in any publication.
- Only the Vice President of Finance, who chairs the Finance Committee, can make exceptions to these policies.
- The deadline for your application depends on the date of your trip/conference. If your application is turned in late, your reimbursement will be docked 25%. The deadlines for 2018-2019 can be found in the table below:

Travel Dates	Application Deadline
7/1/2018 – 8/31/2018	5:00 PM on Friday, September 14
9/1/2018 – 10/31/2018	5:00 PM on Friday, November 16
11/1/2018 – 1/8/2019	5:00 PM on Friday, January 18
1/9/2019 – 1/31/2019	5:00 PM on Friday, February 15
2/1/2019 – 2/28/2019	5:00 PM on Friday, March 15
3/1/2019 – 3/31/2019	5:00 PM on Friday, April 12
4/1/2019 – 6/30/2019	5:00 PM on Friday, July 12

Best Practices

- This program is strictly for *reimbursement*. This we cannot provide money for an event that has not yet happened, we can only reimburse you for something you’ve already paid for with your own money.
- This also means that, if someone else paid for your fees or expenses, we cannot reimburse them. If another organization paid your expenses and you are reimbursing them, they must issue a receipt on letterhead, documenting how you paid, how much and when you paid them, as well as an authorizing signature from the organization.
- If a student is an employee of CU (including work study), the student must submit their application within 45 days of the event to avoid reimbursed funds being considered taxable income.
- If you share a hotel room with your friend(s) and you reimburse your friend for your portion of the lodging fees, you may still request reimbursement. Keep in mind that your name should still be on the hotel bill and you will also need to upload a copy of your bank or credit card statement showing the reimbursement or a copy of a transfer receipt (for Venmo, Square Cash, etc.) that states in the comments who you’re reimbursing and what for.
- If your request is approved, make sure to keep an eye on the mail for your check and deposit it right away. If you do not redeem your award within 90 days, the check will be cancelled and the approved funds will be re-appropriated by Student Senate