

SCAVMA Professional Development Fund Guidelines

The purpose of the SCAVMA Professional Development Fund is to help offset the cost of travel directly related to veterinary student education. Fundable travel includes attendance at professional or educational veterinary conferences, externships, research projects at other institutions, or student-initiated projects related to vet medicine. The goal is to assist students who are interested in broadening their educational experiences but are limited by financial constraints.

The travel fund will reimburse students for up to 75% of travel expenses, attendance fees, and expenses directly related to proposed special projects to a maximum of \$200. A detailed budget must be submitted with the application for evaluation by the SCAVMA board. The board reserves the right to decline allocation of monies to any applicant.

Please submit the completed application to Danielle Dito's Valley Hall mailbox (410).

Application Deadline for Spring 2009 PDF: Wednesday April 29th, 2009

Late applications will not be considered for funding.

- Each student is eligible to apply for awards a **maximum of twice per calendar year**. Preference is given to those who have not received an award during the current year.
- Students are **eligible** for reimbursement of **75% of their expenses to a maximum of \$200**.
- Applicants must submit their applications by the posted deadline, usually during the first month of each quarter, for travel during that quarter. Applications will not be accepted for travel that has already occurred in previous quarters.
- Students whose total expenses are already met by other scholarships, frequent flyer miles, stipends, or other monetary awards, will not be eligible for funding. Also please note that UC Davis tuition, local rent payments, and food costs are not fundable by PDF monies.
- **Applications must be submitted to Danielle Dito's mailbox in the Class of 2010 homeroom of Valley Hall. Please do not submit applications via email.**
- Approved applicants must reply to Danielle (dhdito@ucdavis.edu) to acknowledge that they have received the award email.
- Upon finishing their travel, approved applicants must submit 1) proof of attendance (such as a name badge, letter from the sponsoring institution, etc.), 2) receipts for all expenses for which they wish to be reimbursed and 3) a brief description of their travel. **These items must be submitted within 2 weeks of return from your trip.** All documentation can be submitted to Danielle Dito's mailbox in the 2010 homeroom of Valley Hall. Students will receive reimbursement checks after they have completed and turned in all required documents.
- The brief travel description will be included in the PDF travel binder to be located in the Governance Room of Valley Hall (2041). This description should include information on positive and negative aspects of the event, as well as advice for students considering similar travel in the future. Please do not submit these descriptions via email, instead **please print out descriptions of travel and submit to Danielle Dito's mailbox along with the other PDF documentation.**
- Questions? Email Danielle Dito, SCAVMA VP (dhdito@ucdavis.edu).