

CED Professional Identity Development (PID) Grants for Students

Grant origins: The Counselor Education Department at Winona State University is proud to have received one of three 2011 National Board for Certified Counselors (NBCC) Professional Identity Awards. This national recognition signifies the faculty's excellence in and commitment to promoting counselor professional identity.

Counselor Education (CE) program students who attend or present at local, regional, or national counseling conferences or workshops may apply for a Professional Identity Development (PID) Grant. The PID Grant functions to reimburse students for conference/workshop registration and related expenses. Levels of funding include:

Local/Regional Conferences	National Conferences
\$200 maximum for presenting/attending	\$350 maximum for presenting/attending
\$150 maximum for attending only	\$300 for attending only

Eligibility:

- Deadlines for submitting PID Grant application and all expense related documentation must be met to qualify for reimbursement of expenses (see Application Process)
- PID Grant applicants must be formally admitted to the CE Program and currently enrolled in CE courses on part-time or full-time basis (students enrolled in CE courses with *Graduate Special* status are not eligible)
- Conference or workshop attended must be sponsored by state or national counseling association, and/or be approved by the CE Department (see recommended conferences below)

Recommended Conferences Include

- American Counseling Association (ACA) Annual Conference
- American School Counselor Association (ASCA) Annual Conference
- Minnesota Counseling Association (MNCA) Annual Conference
- Minnesota School Counselors Association (MSCA) Annual Conference
- Wisconsin Counseling Association (WCA) Annual Conference
- Wisconsin School Counselors Association (WSCA)
- Other local, regional, and national counseling workshops/conferences approved by CE Department faculty

PID Grant Application Process

To qualify for the PID Grant, the following steps must be followed within the designated timeframes:

- 1) Students must submit all documentation AT LEAST 10 business days prior to travel and/or conference attendance. *For example, the conference is during October 7 and 8. You are traveling on October 6. You must submit all documentation by September 22.*
 - a. Submission includes:
 - i. Winona State University Counselor Education Professional Identity Development Grant Form. This form is located on the CED Website. Please submit this form to The CED Office Administrative Specialist (OAS). Please direct questions related to this form to your advisor.

- ii. WSU Travel Request Form. Several original signatures from faculty members in the College of Education are required. Therefore, please submit the paper form (cannot be scanned, copied, or emailed) to The CED Office Administrative Specialist (OAS) in 352 Helble Hall. This form can be found on the WSU Business Office Website (http://www.winona.edu/businessoffice/Media/WSU_TRAVEL_REQUEST_FORM.pdf). Note: leave Cost Center field blank.
 - iii. W-9 Form is REQUIRED (social security number is required to be included on the form). This form must be submitted directly to the business office. This form allows the Business Office to reimburse you. You MUST complete this form to receive your reimbursement check. No exceptions as per state regulations! Link for W-9 form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 2) You will receive written notification of approval (and amount) or denial for the PID Grant Request.
- 3) **Within 5 days** after completion of travel and/or conference attendance, submit the following documents to the WSU Business Office (Somsen Hall 106):
- WSU Student Reimbursement Form and original, itemized receipts: The Student Reimbursement form requires the student's original signature. This form can be found on the WSU Business Office website ([http://www.winona.edu/businessoffice/Media/Student%20Reimbursement%20Form%20\(live\).pdf](http://www.winona.edu/businessoffice/Media/Student%20Reimbursement%20Form%20(live).pdf)). Submit completed form (cannot be scanned, copied, or emailed) with an original signature and original receipts to the CED Office Administrative Specialist (OAS) in 352 Helble Hall. Receipts include (but may not be limited to):
 - Conference registration payment ORIGINAL receipt(s)
 - Food and lodging ORIGINAL and ITEMIZED receipt(s) (no exceptions!)
 - Transportation/airfare receipt(s) (note: if using Uber, business card of driver must also be submitted)
 - ii. Professional Identity Grant Reflection Paper: describe the following: professional goals met by attending activity, description of conference or workshop, benefits of attending, and plans for future activities. Please submit the following to the CED Office Administrative Specialist (OAS) in 352 Helble Hall via email or in-person.

Reimbursement Guidelines (from WSU Business Office Website)

Note: This is only a guide and some policies differ from faculty travel. Please refer to website for specific details: <http://www.winona.edu/businessoffice/travel.asp>

Meals - Students are reimbursed for the actual cost of a meal not to exceed the maximum established in the applicable collective bargaining agreement or compensation plan ([Bargaining Agreement/Compensation Plan](#)).

Eligible meal reimbursement:

- Breakfast - in travel status overnight or when the trip begins before 6:00am (not to exceed \$9)
- Lunch - in travel status and more than 35 miles from workstation through the normal lunch period (not to exceed \$11)
- Dinner - in travel status overnight or when the trip ends after 7pm (not to exceed \$16)

Mileage - Students are reimbursed for actual miles driven at the rates specified by the applicable collective bargaining agreement, compensation plan, or state statute. There are several rates used when reimbursing mileage for travel. The IRS sets a standard mileage rate and updates it periodically.

- Mileage will be reimbursed for the shortest direct route from your home “work” location to your destination or your “residence”, whichever is shorter.
- Requested but no State Vehicle was available – check current rate on the WSU Business Office website
- Choose to drive your own vehicle – check current rate on the WSU Business Office website
- Long distance driving reimbursement is limited to the lowest round trip airfare. Contact the Business Office for more details.

Lodging - Lodging facilities MUST be licensed. For one example, the use of airB&B, vrbo, and similar properties, are not reimbursable, as the license status is unable to be determined.

- Your name must be on the original receipt for lodging. If splitting the room rate, please make sure you have a receipt with your name on the split lodging cost.
- Students must submit the itemized receipts for lodging showing the details and dates of charges.
- Students must NOT accept any lodging benefits/rewards for their lodging. If rewards are connected or used for the lodging, WSU will not reimburse you. Review your receipt carefully to ensure no rewards are connected to the lodging receipt.

Other Expenses - Itemized receipts are required for all expenses. For example, parking, taxi, baggage, etc.

Expenses that do not qualify for reimbursement include:

- Alcoholic beverages
- Annual fees and interest for personal credit cards
- Late payment fees or interest on state-issued corporate credit cards
- Expenses of traveling companions or family members
- Expenses related to vacation or personal days while traveling
- Loss or theft of personal cash or property
- Entertainment or amusement costs, movies, optional travel or baggage insurance, parking or traffic tickets, commuting mileage or costs, health/fitness club fees, towing/repairs of personal vehicles
- Incomplete or incorrect reimbursement form

