



REQUEST FOR DEAN'S OFFICE REIMBURSEMENT

Name of Faculty Member: _____

Faculty Identification Number: _____

Pay to (if different from faculty member): _____

Please check one of the following. Provide a separate form for reimbursement from a second account. Grant reimbursement requests should go through the grant project director.

- **Annual Professional Development:** \$1,000/year for teaching faculty .75 FTE or above. New faculty receive \$2,000 in their first year.
- **Mininger Grant:** Amount Awarded_ \$ _____ Project Title: _____
- **Terminal Degree Tuition:** Up to \$5,000/year for approved graduate program
- **For all other submissions** use [Accounting's payment requisition form](#)

Submit to the Dean's Office with supporting original receipts attached. All funds are reimbursed through payroll and must be used before June 30 of the academic year awarded. *If you charged expenses to a College Credit Card, you must wait to submit this form with the credit card allocation statement.*

Transaction Date	Itemized Expenses	Amount	Charged to GC Credit Card
			<input type="checkbox"/>

Total: _____

Faculty Signature _____ Date Submitted _____

Approved by Dean's Office _____

Account Number (to be filled out by Dean's office) _____

Attach the original receipts.

(Revised 09-11-23) Dean's Office