



**REQUEST FOR REIMBURSEMENT
PROFESSIONAL DEVELOPMENT**

Up to \$500 per year is available to full, three-quarter and half-time teaching faculty members for professional development activities such as expenses related to attendance at professional meetings, membership in professional organizations, and subscriptions to professional journals and books. Expenses are to be itemized on the form below and submitted with supporting original receipts attached. Approval must be submitted to the Dean's Office. The Dean's office will submit the form to accounting. Faculty members may accumulate larger amounts by combining unused allowances from the previous year or from the next year with the current year amount. No more than two fiscal years amounts may be used in any one fiscal year.

Faculty Name _____

Faculty Identification Number _____

Fiscal Year(s) from which funds are being reimbursed Previous _____

Current _____

Next _____

Purpose and date of activity _____

Itemized Expenses	Amount

Total _____

Faculty Signature: _____ Date Submitted _____

Attach the original receipts plus a copies of this form and receipts.

Approved by _____

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

(Revised 07-06-17) Dean's Office