

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose and date of activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*If you charged expenses to a College Credit Card, you must wait to submit this form with the credit card allocation statement. Please highlight the relevant items on the credit card statement that need to be reimbursed to your department’s account*.

Itemized Expenses Amount Charged to College

 Credit Card √

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 **Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach the original receipts.

Approved by Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number (to be filled out by Dean’s office)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Revised 03-20-18) Dean’s Office*