

REIMBURSEMENT/PAYMENT REQUEST

Submit to Provost’s Office

Pay to: Total: Date:

Submitted by (if different than above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Funds (please specify $ amount for each):

|  |  |
| --- | --- |
| Amount | Source |
|  | Annual professional development allotment  *For membership dues, journal subscriptions, travel to conferences* |
|  | Supplementary funds  *For conferences at which faculty members are presenting or leading* |
|  | Extraordinary funds  *Please attach authorization from Professional Development Committee* |
|  | Professional Development Grant |
|  | Sabbatical Expense Grant |
|  | Reading/teaching/research group |
|  | New Faculty Start-Up Funds |
|  | Other (please specify & attach supporting documents) |

*For more detailed descriptions, see the Provost’s webpage under “Faculty Development”*

On a separate sheet, please itemize expenses and attach a ***photocopy*** of receipts on **8.5x11-inch paper (please no stapled or taped receipts)**. You may send electronic versions of these documents.