



## REIMBURSEMENT/PAYMENT REQUEST

Submit to the Office of the Provost

Pay to:	Total:	Date:
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Submitted by (if different than above): \_\_\_\_\_

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

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

For more detailed descriptions, see the provost's office website under "[Faculty Development](#)"

**Please be sure to provide electronic copies of your receipts.**