

**2022-23 Request for Use of Professional Development Funds
Cost Center Acct #10 – 3830-6030**

Faculty may request up to \$750 for expenses related to professional development and up to \$1000 if they are presenting.

- There are limited funds. Request and receipts must be submitted within 30 days of conference/event and within the same academic school year.
- *Priority will be given to requests that follow approvable expenses, as noted in the faculty handbook.*
- If approved, faculty must submit all associated receipts and documentation to the chair of the faculty development committee.

This is a request for:

_____ **Faculty Reimbursement (provide all receipts or invoices)**

_____ **Authorization to use the IW Credit Card**

A. Name:

B. Department:

C. Date:

D. I am requesting funds for: (Check appropriate)

_____ **Conference Attending**

_____ **Conference Presenting**

_____ **Organizational Dues/Membership**

_____ **Continuing Ed (class/workshop)** _____

_____ **Professional Subscriptions**

_____ **Other Professional Development (describe)**

E. Please complete the following for each expense checked in section D, above.

Description of Expense(s)

Amount Requested

Description of Expense(s)

Amount Requested

Total Requested _____

F. Signature

Date:

G. If I receive a reimbursement, when my funds are available:

_____ Please mail the check

_____ Please email me and I will pick up the check
from the business office

Faculty Development Approval

Date:

Academic Dean Approval

Date: