

Itasca Community College

Request for Reimbursement of

Professional Development Expenses from Faculty Development Funds

1. Whenever possible, **submit this request ten days prior** to your chosen faculty development activity.
2. **Route this form to the treasurer of the local faculty association**, who will confirm whether the faculty member making the request has funds in her or his account for faculty development. Requests for additional funds beyond the individual faculty member's account must go to the local faculty association's executive committee.
3. If funds are available, the local treasurer will forward the request to the college provost for optional review.
4. Unless the college provost challenges the request on the grounds that the activity is not a legitimate faculty development activity, she or he will forward the request to the Student Services Assistant.
5. **Reimbursement will be forthcoming once a completed expense report has been submitted by the faculty member requesting funds. CC=148402**

Requested by: _____ Date: _____

Description of professional development activity (include dates where applicable):

Individual expenses and dollar amounts (Appropriate receipts should be attached to the expense report that must also be submitted):

Amount of funds available: _____

Signature Faculty Association Treasurer: _____

Review by Academic Dean: Request approved: _____

Request challenged: _____

