

Minnesota North College

Request for Reimbursement of Professional Development Expenses from Faculty Development Funds

This form is *required* to be completed with approvals prior to starting professional development activities or making purchases.

Requester: _____ **Date Requested:** _____

Campus Location (check one): ___ Hibbing (CC 148401) ___ Itasca (CC 148402) ___ Mesabi Range - Eveleth (CC 148403)
___ Mesabi Range - Virginia (CC 148404) ___ Rainy River (CC 148405) ___ Vermilion (CC 148406)

Step 1: Description of Profession Development – *completed by requester*

Description of professional development activity (include dates where applicable) and how it supports professional development of the requesting faculty member per Article 17, Section 1:

Anticipated individual expenses and dollar amounts:

Step 2: Requester Submits Request to Their Campus Faculty Associate Professional Development Committee or Treasurer – *campus dependent process.*

Amount of funds available for the requestor: _____

Signature of Chair or Treasurer: _____ Date: _____

Once signed return form to requester.

Step 3: Requester Submits Request to Supervising Academic Dean (College President Designee) for Review Per Article 17, Section 1

Supervising Dean Signature: _____ Date: _____

Approved: _____ Challenged: _____

Once signed return form to requester within one week from receipt.

Step 4: Requester attaches approved form to any reimbursement forms, purchasing documents, out of state travel request, and any other process associated with approval and payment/reimbursement. Use the cost center for the requester’s campus.