



# Professional Development Fund Reimbursement Request

Full-time non-tenured track faculty may apply for reimbursement of the reasonable costs associated with professional development activities.

The maximum reimbursement from this fund per individual is \$1000 per fiscal year. Department or programs may provide supplemental funding. Please submit this form to your department chair/program director for initial approval. The request will then be processed by the Office of the Provost. Please submit this form to the Provost Office for review before the date of activity.

## Faculty Information

**First Name**

**Last Name**

**E-mail**

**Phone**

**School**

**Department/Program**

## Reimbursement Request

**Description of professional development activity/event**

**Description of how the activity will enhance your teaching**

**Date of Activity/Event**

**Amount Requested**

**Faculty Signature**

**Date**

## Approvals

**Department Chair or designee**

**Date**

Please have your department business manager submit the signed form to Steve Pini: [pini@wustl.edu](mailto:pini@wustl.edu) and Jake Osgood: [osgood@wustl.edu](mailto:osgood@wustl.edu) in the Office of the Provost