



**REIMBURSEMENT FOR FACULTY DEVELOPMENT FUNDS**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**Professional Development Activity**  
(Please check one)

\_\_\_\_\_ Attendance @ Professional Conference at the level of Participant\*  
(Please attach a copy of the program page(s) where your name is listed)

\_\_\_\_\_ Educational Training/Workshop

\_\_\_\_\_ Other Developmental Activity (please specify – attach extra sheet if necessary):

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\*Non-Participant level is characterized by general attendance to a program.

\*Participant level is characterized by invited participation as a discussant, presenter, chair or contributor to a program in a notable way.

1. Name the specific Professional Development Activity attended (as well as date(s) and location) and describe your role (panelist, presenter, chair, discussant, attendee, researcher, etc.). Please attach any helpful brochures/flyers about the activity.

2. Summary Costs:      Registration      \_\_\_\_\_  
                                  Travel                \_\_\_\_\_      If travel is by personal automobile, indicate  
                                  Meals                \_\_\_\_\_      the total mileage being claimed: \_\_\_\_\_  
                                  Lodging             \_\_\_\_\_  
                                  Other                \_\_\_\_\_

**TOTAL**                \_\_\_\_\_      Please attach receipts for all claimed expenses.

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Office Use: Approved \$ \_\_\_\_\_ Chair, FSD Committee \_\_\_\_\_

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3. Please list any funding from other College sources or external sources for this activity.

4. Please list your Professional Development Activities for the last 12 months and indicate how much financial assistance the College gave you for each.

5. Please attach a typed trip report of the Professional Development Activity on a separate sheet of paper. Your trip report will be the College’s official record of the value of funding the trip. In aggregate, these reports will be compiled and used to justify existing expenditures and encourage further support and donations for faculty development activities. At a minimum, your report should indicate: 1) a description of your scholarly, educational and service at the named activity; 2) the benefit of your attendance for the College and for you professionally; and 3) any other benefits (for example, service to the profession or to the students).