

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. Documentation of expenses must be provided upon request. 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.

## 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**

**Provost or designee**

**Date**

Please have your department business manager submit the signed form to Steve Pini in the Office of the Provost: [pini@wustl.edu](mailto:pini@wustl.edu) . Funds will be transferred to your department/program to manage the reimbursement process.