

ROOSEVELT UNIVERSITY
REQUISITION FOR PROFESSIONAL EXPENSES

The purpose of this appropriation is to encourage scholarly and professional development. The Deans will approve requisitions that serve this purpose.

The allowance for professional reimbursement is \$125.00 per academic year. Requisitions for reimbursement for professional expense must be filled out in quadruplicate and forwarded to the Dean. When approved by the Dean, the **original** and one copy will be forwarded to the Personnel Services Office, one copy will be returned to you, and the Dean will retain one copy. It is requested that expenses be accumulated until the maximum has been reached, and then one request for reimbursement be submitted per academic year. An additional \$60.00 is allowed if the individual attended a professional meeting as a speaker or officer. Documentation in the form of a reprint of the program with the speaker's name on it or stationery with officer's name on it must be attached.

Please submit receipted invoices or cancelled checks for all charges (checks will be returned to you after they have been examined.) The submission deadline is September 14 for the previous academic year.

Name: _____ Department: _____

- A. Professional membership dues
Name of organization: _____ \$ _____
- B. Subscriptions to professional journals
Journal: _____ \$ _____
- C. Attendance at professional meetings
Name of organization: _____
Itemize allowable expense:
Registration fee \$ _____ Fare or mileage \$ _____ \$ _____
- D. Reprints of scholarly article
Publication: _____ \$ _____
Date: _____ Number of issues: _____
- E. Typing or clerical expense of scholarly publication
(Attach a detailed statement to explain/justify this item.) \$ _____

Academic year: _____ **TOTAL THIS REQUEST \$ _____**

Signature: _____ Date: _____

Approval

Dean's signature: _____ Date: _____

Previous requisition this budget year: \$ _____

This requisition: \$ _____

Total to Date: \$ _____

H/R Chief Clerk: _____ H/R Associate Director: _____ Date: _____