

CAS Colleagues,

We wanted to remind everyone of the process for requesting and receiving funding for professional development. Please note that all of this information can also be found on the [Academic Affairs webpage for faculty](#).

In order to help with planning and ensure that funds are allocated according to the priorities of the college, **you will need to get approval in advance for all professional travel that will be supported by the College.**

To submit a request, please fill out and submit the [Faculty Request for Professional Development Funding Form](#) **at least 3 weeks prior to your expected travel, and prior to any outlay of funds for which you expect reimbursement.**

You will receive an email response after submitting the form. **Please forward that response to your chair for their approval.** Forms cannot be processed if they have not been approved by your chair.

Once the CAS Associate Dean has received approval from your chair, you will receive an approval notification from the Dean's office or you will be contacted for additional information.

**For a cash advance prior to your trip**, please submit the following:

- A completed [check request form](#) (including recipient's address)
- Original itemized receipts that are taped to a piece of paper

**For a reimbursement after you return from your trip**, please submit the following:

- A completed [travel expense form](#)
- Original itemized receipts that are taped to a piece of paper

**Reimbursement requests for travel must be received by the Dean's office within 30 days of your return.** Accounts Payable may not process reimbursement requests after that.

Requests received with missing information will be returned to you by Accounts Payable.

I also wanted to remind you that all full-time faculty are allocated \$1400 per year for professional development. While it has been our practice at the end of the fiscal year to use unspent funds to support faculty travel beyond \$1400, **we do not anticipate being able to fund faculty travel beyond \$1400 this year.** Please plan accordingly.

I look forward to hearing about the professional development activities in which CAS faculty are involved this year. Such opportunities are so important for our work as faculty members and for the benefit of our students.

If you have any questions, please do not hesitate to ask.

Sincerely,

Yousuf