

Adjunct Faculty Professional Development Fund Reimbursement Request

Adjunct faculty members within the collective bargaining unit who qualify for "good faith consideration" may apply for reimbursement of the reasonable costs associated with professional development activities that contribute to the improvement of their teaching.

The maximum reimbursement per eligible adjunct is \$600 per fiscal year. 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 reviewed by the Provost's office.

Adjunct Faculty Information

First Name	Last Name		
E-mail	Phone		
School			
Department			
Reimbursement Request			
Description of professional development activity/event			
Description of how the activity will enhance your teaching			
Date of Activity/Event	Amount Requested		
Adjunct Signature		Date	
Approvals			
Dean or designee		Date	
Provost or designee		Date	

Please submit form to Steve Pini: pini@wustl.edu after Dean's approval.