

*School of Communications*  
*Professional Development Expenses-Other*

*Request for Check Voucher*

*Faculty Professional Development funds are available for (1) Travel and (2) Other expenses.*

This form is to be used for Professional Development-Other purchases or reimbursements **except travel**.

**Use SOC travel forms available on the web for all faculty travel.**

Complete this form and attach **original** receipts or order form and submit to Susan Napoleon in the dean's office.

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To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

For: \_\_\_\_\_

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Circle for DO NOT MAIL Account: 10-4047-6410

Call: \_\_\_\_\_ Phone No for Pick Up: \_\_\_\_\_

*Professional Development Policies*

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With prior dean's approval Professional Development-Other funds may be used for the following academic expenses:

- Academic publications
- Academic journal subscriptions
- Professional membership dues and fees
- Professional certification, licensure, and insurance fees
- Classroom materials (e.g. demonstration materials, DVDs, videos, software, etc.)
- Supplement professional travel
- Additional expenses not specified above may be considered before purchase
- These funds may not be used for salary, furniture, or capital equipment purchases