

# Faculty Professional Development Reimbursement Form

**(not for Travel or Professional Activities Program)**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Init.: \_\_\_\_\_

L#: \_\_\_\_\_ Extension: \_\_\_\_\_ Dept: \_\_\_\_\_

FPD Program (e.g. Teaching Squares, FIGs, etc): FIGS

Home address: (Finance mails reimbursements here.) \_\_\_\_\_

| List Expenses: | Amount: | For Coll Fin. Use: |
|----------------|---------|--------------------|
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
|                |         |                    |
| <b>Total:</b>  |         |                    |

Additional Comments: \_\_\_\_\_

Date/Month of Expense: \_\_\_\_\_

Location: \_\_\_\_\_

**FPD Award Amount:** \_\_\_\_\_

\*Signature of employee \_\_\_\_\_ date \_\_\_\_\_

\*I certify that the expense as itemized above has been made in performance of official Grant or College duties, all in accordance with Lane Community College policy and grant requirements.

**For FPD Use:**

FOAP: 111100-475600-614200-210000      FOAP: \_\_\_\_\_

FPD budget authority signature      date

Vice President Signature      date