PROFESSIONAL DEVELOPMENT FUNDS
PROCEDURES AND EXPENDITURE GUIDELINES

The following definition is to be used when determining appropriate use of professional development funds regardless of source.

**DEFINITION OF PROFESSIONAL DEVELOPMENT:** Pursuit of knowledge or skill through study, research and creative activities, travel, workshops or courses, sabbaticals, internships, apprenticeships, residencies or work with a mentor or master to enhance teaching as well as build expertise and remain current in one’s discipline.

**Guidelines to Request Funds**

A Professional Development Request form must be approved prior to any State, Lottery and/or Foundation funds being expended for professional development purposes. Complete and sign the appropriate form, obtain required signature(s) and submit the completed form to your department/college administrative staff for processing.

All professional development expenditures, regardless of source, must be expended from your departmental Professional Development DeptID. Expenditures must have prior approval through the Professional Development Request Process.

**All purchases are University property. Preapproval is required prior to any and all travel, purchases, hires, contracts, services, etc.**

### Purchases – ALL PURCHASES ARE UNIVERSITY PROPERTY

- Purchase Orders
- Reimbursements up to $1,000 per reimbursement, including taxes, shipping costs, etc.
  - Please see the [Reimbursement Process Guidelines](#)
  - Include invoice and itemized receipt for reimbursement
  - No computers
- Items must be tagged with state decal as required by University Property Management
- University off-campus use policies must be followed
- Must be directly related to teaching and/or research

### Services/Consultants/Independent Contractors

- Pre-approved services only
- Must use appropriate University processes
- Purchase/Service Orders (in advance ONLY)
- No reimbursements for services
- Employee vs. Independent Contractor Worksheet required
- Special Consultant - use payroll processes
- Independent Contractor – use Purchase/Service Order process (in advance ONLY)

### Travel

- Must use [Travel Request Form](#) submitted and approved prior to trip
- Registration
  - Prepay process
- Airfare
  - BTA, and Reimbursement through Travel Expense Claim process
- Car Rental
  - BTA; Corporate American Express Card; Must use State approved car rental company
- Hotel
  - Prepay and use Reimbursement through Travel Expense Claim process
- Meals
  - Reimbursement at no more than per diem rate through Travel Expense Claim process
- Conference Materials/Books, etc.
  - Purchase Order or reimbursement process (itemized receipts are required)
- No personal expenses (e.g. cell phone, movies, etc.); no alcohol

### Graduate Assistants/Student Assistants

- Salaries must be paid directly through appropriate payroll processes
- No reimbursements for salaries allowed
- On-campus employment only
- No travel and no compensation for grading
- No compensation for research participation

### Subscriptions/Memberships

- Must be delivered to university address (not home address)
  - Professional organizations specific to discipline
  - Professional journals, newspaper, magazines, newsletters
- Direct Pay process (preferable)
- Must use university e-mail address for electronic subscriptions
- No personal or social organizations