

Professional Expense Reimbursements

Non-Tenure Track and Tenure System Faculty Union members

Professional Meeting and Conference reimbursement requests must be submitted 2 weeks in advance for prior approval by Unit Executive Officer

Date: _____ UIN: _____

Employee's Name: _____

Job Title: _____

Use of Funds: Travel Research Educational Supplies
 Professional Meeting and Conferences

Date(s) of intended meeting/travel/conference: _____

Conference Information or Research Statement:

Please provide a short paragraph explaining the who/what/when/where/why

Detail what the travel expenses include:

Does this benefit UIC? If so, please justify how:

A second page may be included if more room is needed for any of the above fields.

Unit Executive Officer Approval: _____

Name: _____

Signature: _____ Date: _____

School of
Art & Art History



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Continued space if needed