

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 (attach a separate justification if you need more room)

Detail what the travel expenses include:

Does this benefit UIC? If so, justify how:

Unit Executive Officer Approval: _____

Name: _____

Signature: _____ Date: _____