

PROFESSIONAL MEMBERSHIP REIMBURSEMENT APPLICATION

WORKING POLICY

Professional Memberships 2:378:1

Faculty are reimbursed to an annually stated maximum for professional memberships. A receipted bill or other evidence of payment should be submitted with the membership expense report form provided.

Credit Personal Account of

AU ID #

For Fiscal Year of

Today's Date

Please submit your professional memberships to Financial Records (zip 0780), once each year and no later than April 25. Be sure to include cancelled checks, credit card statements, or other documents as proof of receipt for each item listed.

The policy provides full reimbursement, up to \$50, for any memberships, and 50% reimbursement from \$51 to \$100 of membership expense, to a maximum of \$75.

(NOTE: Those in certain departments who are required to maintain a professional license or certification for the performance of their duties at AU should request an Application for Reimbursement of Required Certification or Licensor Fees)

Membership for which Professional Organization

Membership Amount

Total Spent

100% reimbursement of first \$50

50% reimbursement of next \$50

REIMBURSEMENT DUE (limit of \$75)

Signed: _____
Employee Signature

Date

11 - 9000 - 9356 - 97
Charge Acct

Approved: _____
Dept Chair/Dean/Vice President

Treasurer

Date