# *expenditure. PIRT will review requests over $1,500.00. Normal college processes for travel* reimbursements, including out of state travel, applies.

Individual faculty can apply for unused PIP account funds when other funding sources are exhausted. Faculty will be informed when all available funds have been expended. Applicants may apply for additional PIP funding when the following conditions are met:

* All other PIP monies in individual PIP account are expended (if applicable);
* Appropriated department travel funds are also expended (if applicable);
* Requests are linked to an approved Professional Improvement Plan.

**Submission Instructions:**

Applications for the current Academic year will be accepted starting September 15. Applicants will be notified with regard to their application status within 15 business days of receipt, unless PIRT review is required. Please detail the connection of the request with your professional improvement, sign, date, and submit this application to the Vice President for Academic Affairs office.

# *expenditure. Normal college processes for travel reimbursement, including out of state travel,* applies.

## Applicant Name:

**Applicant Status (FT?):**

**Department and other PIP funds (if applicable) expended?** ☐No ☐Yes

**Amount of funds requested:** $

**Reason for request:**

**Connection of request to professional improvement:**

Applicant Signature Date

Dean Signature Date

* + Recommended

☐Not Recommended PIRT chair (only for requests >$1500) Date

* + Declined

☐Approved VPAA Signature Date